G450
3:970-971

North Carolina State Library
Raleigh N. C.
Doc.

Nash Technical Institute

Catalogue 1970/1971

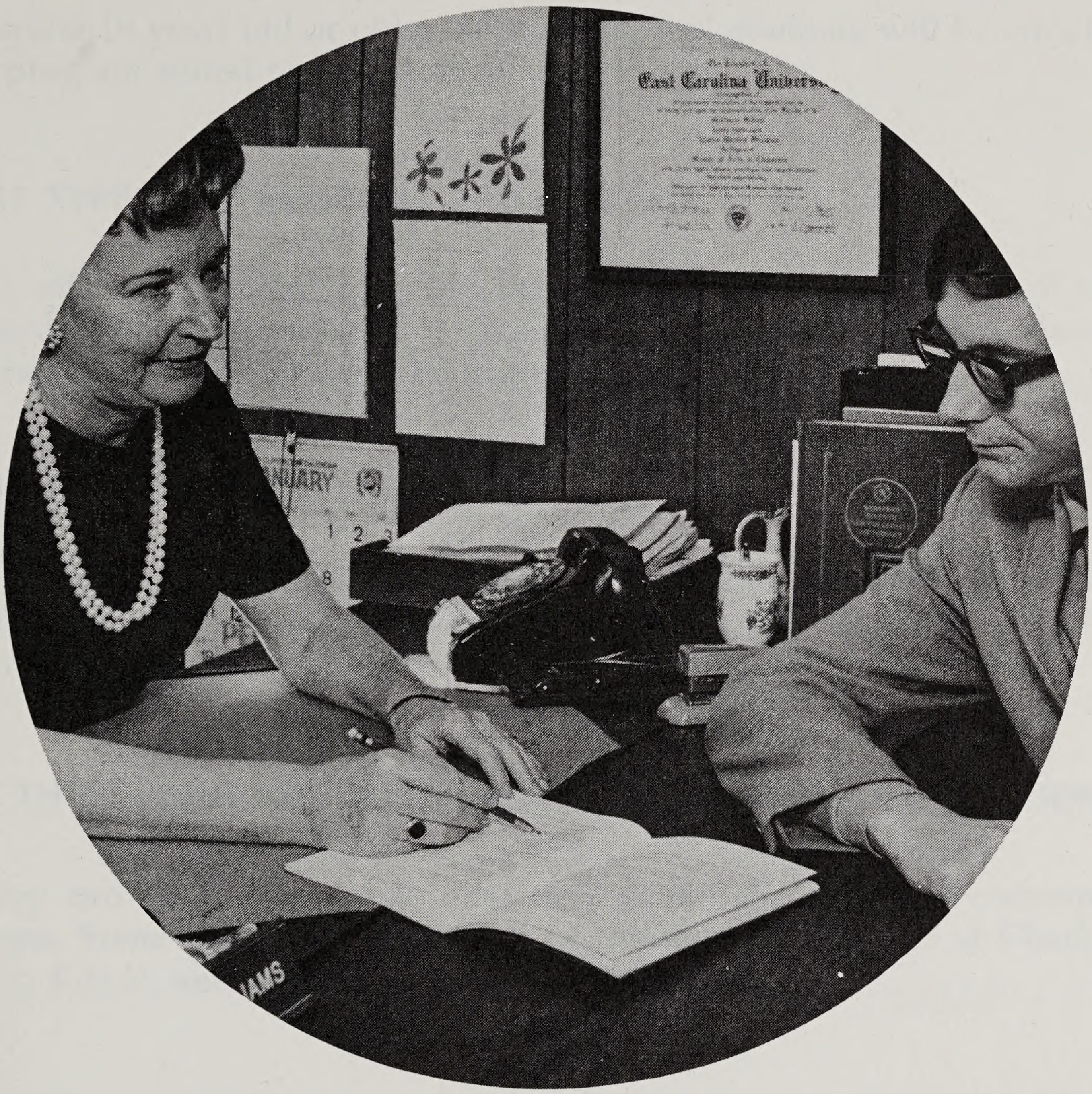
Nash Technical Institute

A UNIT OF THE
NORTH CAROLINA DEPARTMENT OF
COMMUNITY COLLEGES

Vocational-Technical Education
General Adult Education

GENERAL CATALOG
1970-1971
1971-1972

Post Office Box 2347
Rocky Mount, North Carolina 27801
Phone 443-4011 443-4012



Questions of Interest

Digitized by the Internet Archive
in 2017 with funding from
State Library of North Carolina

https://archive.org/details/generalcatalogna00nash_0

WHO MAY ATTEND NASH TECHNICAL INSTITUTE?

Anyone 18 years old or older, or a high school graduate will be admitted to a program suited to his interests and abilities.

WHAT TYPES OF PROGRAMS ARE OFFERED AT N.T.I.?

We offer a variety of programs designed to meet a wide range of educational needs. These programs come under three main headings: technical, vocational and general adult education.

WHAT IS A TECHNICAL PROGRAM?

A technical program is one which prepares you for work in a semi-professional, managerial or highly skilled area. The courses offered in these programs are college level. (See page 9 for a complete listing.)

CAN THESE COURSES BE TRANSFERRED TO OTHER INSTITUTIONS?

They can be transferred to other technical institutes or to community colleges. Some technical courses can be transferred to U.N.C. at Charlotte and to E.C.U. and applied to a 4 year B.T. Degree.

WHAT ARE THE REQUIREMENTS FOR BEING ADMITTED TO A TECHNICAL PROGRAM?

You must be a high school graduate or the equivalent to enter a technical program. There are also minimum math and science requirements which vary with the different programs. You will be required to take certain standard tests, the results of which will aid you in selecting an appropriate program.

HOW LONG DOES IT TAKE TO COMPLETE A TECHNICAL PROGRAM?

It usually takes two years to complete a technical program, although it may take longer if you need developmental work to improve your educational background.

WHAT DEGREE IS GRANTED UPON COMPLETION OF A TECHNICAL PROGRAM?

Upon successful completion of this type program, you will be awarded an Associate in Applied Science Degree.

WHAT IS A VOCATIONAL PROGRAM?

A vocational program is one which prepares you to get a job in an area which requires special skills. In a vocational program, you will spend much of your time developing these skills and gaining practical experience which will help you on the job. (See page .9 for a complete listing.)

WHAT ARE THE REQUIREMENTS FOR BEING ADMITTED TO A VOCATIONAL PROGRAM?

You must have an aptitude for the educational program you desire, and demonstrate ability to profit from the educational experience.

HOW LONG DOES IT TAKE TO COMPLETE A VOCATIONAL PROGRAM?

Vocational programs vary in length from one to four quarters, depending on the program and the degree of skill required.

WHAT IS GRANTED UPON COMPLETION OF A VOCATIONAL PROGRAM?

Upon completion of a twelve month program, you will be awarded a N. C. State Board of Education diploma. For shorter programs, an Institute certificate is awarded.

WHAT IS THE ADULT EDUCATION AND EXTENSION PROGRAM?

These courses are short in duration and terminal in nature. Some programs are, however, preparatory for either the curriculum program or other extension classes.

HOW MUCH DOES IT COST TO ATTEND NASH TECHNICAL INSTITUTE?

Tuition is about $32.00 a quarter for a full-time student in the Vocational or Technical programs. Books and supplies average $20.00 to $30.00 a quarter. There is a small student activity fee, also. For Adult Education and Extension classes, a 10c per class hour charge is made.

WHAT IS MY FIRST STEP IN APPLYING FOR ADMISSION?

Your first step in applying for admission is to get in touch with our Student Personnel office. Either call us at 443-4011 or write to Nash Technical Institute, Box 2347, Rocky Mount, N. C.

WHERE IS NASH TECHNICAL INSTITUTE LOCATED?

The Institute is located six miles west of Rocky Mount, one mile north of highway 64 at the Red Oak exit.

TABLE OF CONTENTS

THE INSTITUTE 7
  Programs of Study 9
  Calendar 10
  History 12
  Statement of Purpose 13
  Accreditation 13
  Board of Trustees 14
  Administrative Staff and Faculty 15

ADMISSIONS 17
  Procedure 19
  Registration 19
  Tuition and Fees 20
  Application .... Insert

STUDENT SERVICES AND ACTIVITIES 23
  Guidance and Counseling 25
  Financial Aid 25
  Academic Regulations 27
  Student Activities 29
  Library 30
  Learning Laboratory 30

GENERAL EDUCATION 33

TECHNICAL PROGRAMS 37

VOCATIONAL PROGRAMS 55

CONTINUING EDUCATION 79

NASH TECHNICAL INSTITUTE
VOCATIONAL TECHNICAL EDUCATION
GENERAL ADULT EDUCATION
UNIT OF N.C. DEPT. COMMUNITY COLLEGES

The Institute

PROGRAMS OF STUDY

GENERAL EDUCATION PROGRAM

TECHNICAL PROGRAMS

Architectural Drafting
Business Administration
Executive Secretary
General Office Technology
Legal Secretary
Medical Secretary

VOCATIONAL PROGRAMS

Auto Body Repair
Auto Mechanics
Cosmetology
Electrical Installation and Maintenance
Nurses' Assistant
Practical Nurse Education
Radio and TV Servicing
Welding

CONTINUING EDUCATION

Adult Basic Education
Adult High School Courses
Public Service Programs
Cultural Enrichment Programs
Business and Industrial Service Programs
Professional Inservice Programs
Community Service Programs
Learning Laboratory

CALENDAR 1970-71

Summer Quarter

Registration	Wednesday, June 3
Classes begin	Thursday, June 4
Classes end	Thursday, August 20

Fall Quarter

Registration	Tuesday, September 8
Classes begin	Wednesday, September 9
Classes end	Tuesday, November 24

Winter Quarter

Registration	Wednesday, November 25
Thanksgiving holidays	Thursday, November 26 Friday, November 27
Classes begin	Monday, November 30
Classes end for Christmas holidays	Friday, December 18
Classes resume	Monday, January 4
Classes end	Friday, February 26

Spring Quarter

Registration	Tuesday, March 2
Classes begin	Wednesday, March 3
Classes end for spring holidays	Thursday, April 8
Classes resume	Tuesday, April 13
Classes end	Thursday, May 20
Graduation	Friday, May 21

CALENDAR 1971-72

Summer Quarter

Registration	Monday, May 31
Classes begin	Tuesday, June 1
Classes end	Tuesday, August 17

Fall Quarter

Registration	Monday, September 6
Classes begin	Tuesday, September 7
Classes end	Monday, November 22

Winter Quarter

Registration	Wednesday, November 24
Thanksgiving holidays	Thursday, November 25 Friday, November 26
Classes begin	Monday, November 29
Classes end for Christmas holidays	Friday, December 17
Classes resume	Monday, January 3
Classes end	Friday, February 25

Spring Quarter

Registration	Tuesday, February 29
Classes begin	Wednesday, March 1
Classes end for spring holidays	Thursday, March 30
Classes resume	Tuesday, April 4
Classes end	Thursday, May 18
Graduation	Friday, May 19

HISTORY

For more than a decade influential citizens in the Rocky Mount and Nash County area realized the need for a publicly supported, comprehensive educational institution beyond the high school level. The State Board of Education, being cognizant of the tremendous potential in this area, has been sympathetic with this need as it has been expressed by leading citizens of the area. The Nash County Board of Education has worked ardently—even "beyond the call of duty"—to insure that one day Nash County citizens and the industry of the area would be able to take advantage of the opportunities available in such an institution. In addition to the efforts and devotion of the Nash County Board of Education; the industrialists, the County Commissioners, the Nash County Industrial Development Commission, and other influential people have worked diligently to acquire a technical institute.

The plan for the development of such a facility came to the action stage when the Nash County Board of Education approved and initiated its high school consolidation program, completed the Northern Nash High School, and made available the former Benvenue High School building for use as a technical institute. This plan was subsequently approved by the State Board of Education, the North Carolina Department of Community Colleges, and the vast majority of the citizens of Nash County. Governor Dan K. Moore revealed in a speech on August 8, 1967, that Nash County had been approved by the Governor's State Advisory Budget Commission for a technical institute.

On October 2, 1967, an eight-member Board of Trustees was appointed. Four of these were appointed by the Nash County Board of Education and four by the Nash County Board of Commissioners.

The first president was elected by the newly appointed trustees in December, 1967, and on January 2, 1968, assumed the tasks of staffing, organizing the physical facilities, and planning the instructional program.

As a result of further reorganization by the Nash County Board of Education, it became necessary for Nash Technical Institute to move from the Benvenue facility in the summer of 1969. Now located six miles west of Rocky Mount in the former Stoney Creek School building, NTI continues to offer those educational programs which the people of the area want and can benefit from.

STATEMENT OF PURPOSE

The Nash Technical Institute exists for the sole purpose of preparing students for any one of the thousands of skilled, technical, or mid-management employment positions requiring additional specialized education beyond high school. This is accomplished in part through the "open door policy", the developmental studies program and the programmed learning laboratory. The Institute affords, at minimal cost, a wide range of suitable programs and courses to meet the educational needs of the students of the area it serves.

More specifically, the objectives may be stated as follows:

1. To provide guidance and counsel which will enable a student to meet with success and not failure.
2. To provide technical programs preparing students for jobs of this level in industry, agriculture, business, and service occupations.
3. To provide vocational programs of less than technical level, thus preparing students to enter the trade of their choice with knowledge and skills commensurate with the requirements of that respective trade.
4. To provide relatively inexpensive educational opportunities for non-high school graduates, high school graduates, and adults of the area it serves.
5. To provide short courses of general interest, general academic education, and occupational education courses that meet the needs of the people of the community.

The Institute is operated under the administration of the State Board of Education and the Department of Community Colleges. Local control of the Institute is vested in the Board of Trustees who contribute their talents, time and efforts.

ACCREDITATION

Nash Technical Institute has the full approval of the North Carolina State Board of Education.

The Institute is in the process of making contact with the Southern Association of Schools and Colleges. The intent is to become accredited and a member of this association at the earliest possible time.

BOARD OF TRUSTEES

Julian B. Fenner	Chairman
Danford E. Cutchin	Vice Chairman
Jack D. Ballard	Secretary

APPOINTED BY THE NASH COUNTY BOARD OF EDUCATION	TERM EXPIRES
Claude E. Deans	June 30, 1975
Julian B. Fenner	June 30, 1973
Donald C. Wilhalf	June 30, 1971
D. Therman Edwards	June 30, 1969

APPOINTED BY THE NASH COUNTY COMMISSIONERS

Frank G. Baldwin	June 30, 1975
Hoy J. Cobb, Sr.	June 30, 1973
William Alston	June 30, 1971
Danford E. Cutchin	June 30, 1969

THE NASH COUNTY COMMISSIONERS

Ralph Bass, Chairman

Henry Milgrom
Frank Baldwin
Fred Harris
Fred Cooper

THE NASH COUNTY BOARD OF EDUCATION

Warren Evans, Chairman

M. M. Moore
Carl Woodard
Jeff Cobb, Jr.
John Morgan

ADMINISTRATIVE STAFF

Mr. Jack E. Ballard .... President
B.S. Political Science, Lenoir Rhyne College; M.Ed. University of North Carolina, Greensboro; Post Graduate study at Wake Forest University, New York State University, Duke University, and Oregon State University; Doctoral study at North Carolina State University at Raleigh.

Mr. Foy Pullen .... Administrative Assistant
Twenty-five years experience in Industrial Management.

Mr. Ferdinand Conrad Schiebout .... Dean of Instruction
B.A. Calvin College, Grand Rapids, Michigan; M.A. Teachers College, Columbia University.

Mr. William E. Ferrell .... Director of General Adult Education
B.S. North Carolina State University at Raleigh; Graduate work at North Carolina State University at Raleigh.

Mrs. Eunice Williams .... Guidance Counselor
B.S. Home Economics, University of North Carolina at Greensboro; M. Ed. Guidance, East Carolina University.

FACULTY

Mrs. Letha Alsup .... Home Sewing
Twelve years experience as sewing instructor for Singer sewing machines.

Mr. Donald Barnes .... English
B.A., M.A. Duke University.

Mr. Tommy Batchelor .... Electrical Installation
Seven years experience as electrician and machinist.

Mrs. Rosa Brodie .... Science, Math
B.S. St. Augustine College; M.S. Howard University; Post graduate study at North Carolina State University at Raleigh.

Mrs. Betty Bunn .... Practical Nursing
BSN, Duke University School of Nursing; Post Graduate course in medical nursing, Duke University.

Mrs. Leslie Crumpler .... Practical Nursing
BSN, University of North Carolina at Chapel Hill.

Mrs. Barbara Davis .... Learning Laboratory
B.A. English, Wake Forest University; Graduate work, Southeastern Seminary, East Carolina University.

Mr. Merritt Matthews .... Automobile Mechanics
Eight years experience as automotive mechanic. Two years experience teaching.

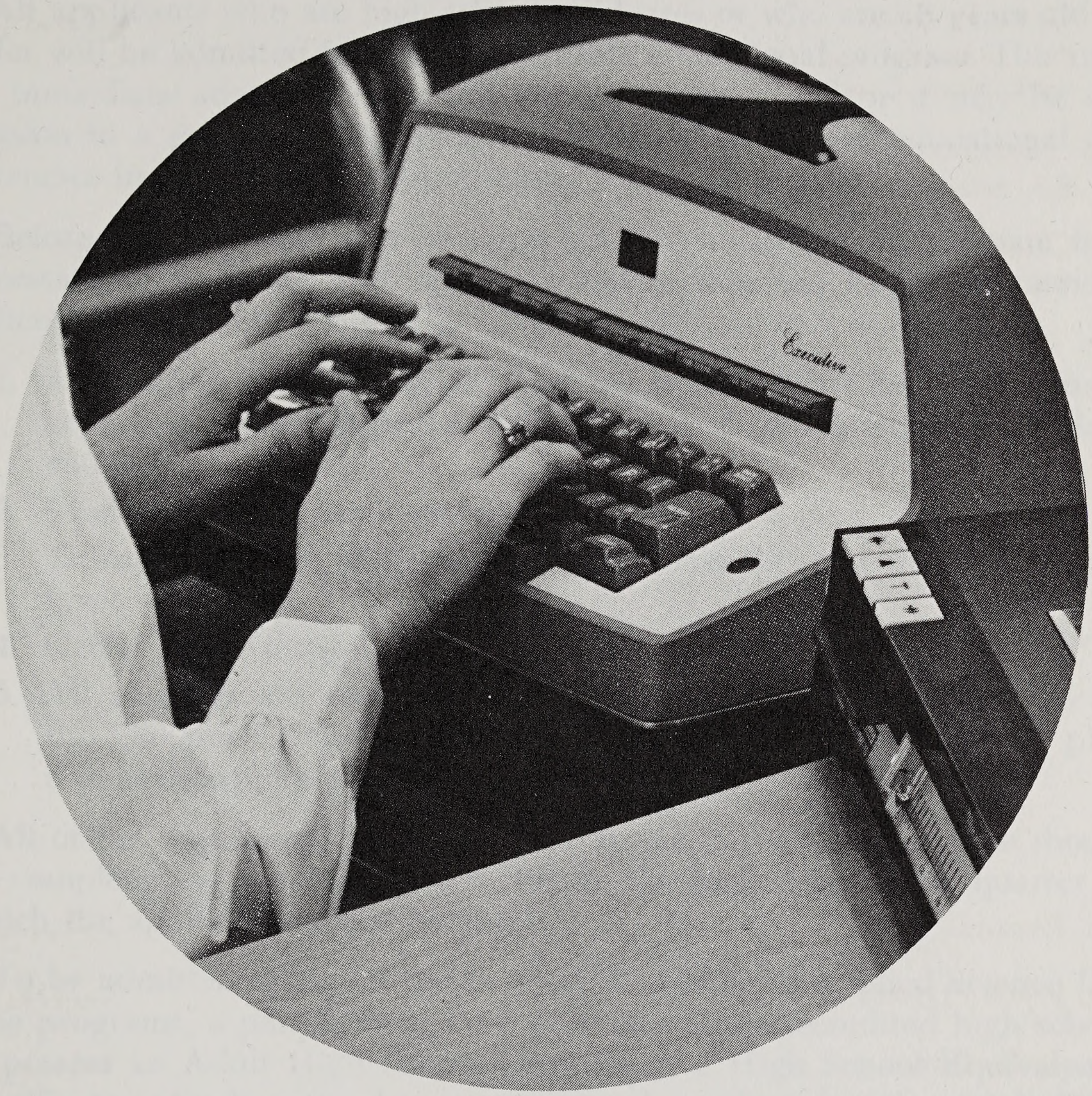
Mr. John Nobles	Auto Body Repair	Thirteen years experience as automotive mechanic.
Mr. Gene Pridgen	Drafting	B.S. Industrial and Technical Education, East Carolina University; Graduate work, North Carolina State University at Raleigh.
Mrs. Margaret Strickland	Math	B.S. Atlantic Christian College; M.A. East Carolina University.
Mr. Charles Taylor, Jr.	Business Administration	B.S. Business Administration, East Carolina University.
Mrs. Karen Thompson	Library	B.A. Duke University; Graduate work UNC at Chapel Hill.
Mr. Leo Tuttle	Welding	Four and one-half years vocational teaching experience.
Mrs. Sheila Whitley	Nurses' Assistant	RN Rex Hospital School of Nursing, Raleigh.
Mrs. Ann Winstead	Secretarial Science	B.S. Business Education, East Carolina University.

OFFICE STAFF

Mrs. Dorothy Woodall	Bookkeeper
Mrs. Joyce Pigford	Secretary
Mrs. Sadie Bone	Secretary
Mrs. Wendi Greene	Secretary
Mrs. Gayle Seymour	Secretary
Mrs. Shirley Tyson	Secretary

MAINTENANCE STAFF

Mr. Marcilus Gilliam	Janitor
Mrs. Ethel Gilliam	Maid



Admissions

ADMISSION PROCEDURES

All applicants who are high school graduates or who are 18 years old or older will be admitted to some appropriate educational program. This may be immediate admission to a full curriculum program, or it may be admission to a guided studies program designed to remove educational deficiencies in one or more subject areas.

Before any applicant can be accepted into a curriculum program it is necessary to complete and submit or have submitted to the Admissions Office the following:

1. Application form with application fee of $5.00. This fee is not refundable, but will be applied toward the cost of tuition when the student enters.
2. Transcript of all high school course work.
3. Transcript of any other course work taken beyond the high school level.
4. Certain local institution tests.
5. All students are required to have a pre-admissions interview with the Guidance Counselor. This is in order to help the student plan a more adequate program.

All of the requirements for admission into a curriculum program should be completed as soon as possible before the beginning of the quarter in which the applicant expects to enroll.

To be admitted to any of the two-year Associate in Applied Science Degree programs, a person must be a graduate of an accredited high school or possess an Adult High School Diploma or a High School Equivalency Certificate. (Applicants who are interested in obtaining the Adult High School Diploma or the High School Equivalency Certificate may get further information concerning these from the Admissions Office.)

To be admitted to the regular one-year Vocational programs, a person should have satisfactorily completed a minimum of eight units of accredited secondary school work. Those who have not successfully completed the eight units will be required to take other standard or local institutional tests to determine their functional level. It may be necessary to require studies in order to improve the functional level to a minimum standard.

REGISTRATION

The Institute operates on the quarter system. All students are expected to register during the time scheduled for that purpose. Registration dates are shown on the calendar published in the front of this catalog. A permit to register must be secured from the Student Personnel Office before a student is allowed to register.

TUITION AND FEES

Tuition for full-time students in technical or vocational programs is $32.00 per quarter. Students taking less than 13 quarter hours credit pay $2.50 per quarter hour credit.

Students whose legal residency is out of the state of North Carolina shall be charged two and one-half times the in-state rate.

RESIDENT STUDENTS

A resident student is generally defined as one whose legal residence must have been in North Carolina for at least six months immediately prior to enrollment or re-enrollment in an institution of higher education.

OUT-OF-STATE STUDENTS

Entrance requirements and admission procedures for persons who reside outside the state of North Carolina are the same as for residents. Tuition for non-residents is two and one-half times that of residents.

CLASS SCHEDULE

In order to offer day and night classes, instruction will be offered between the hours of 8:00 a.m. and 10:00 p.m. This will make it possible for people who are not able to attend classes during the day to arrange a schedule at night. It will be to a person's advantage to take curriculum courses on a full-time basis. This will allow the completion of the program in the shortest length of time. If taken on a part-time or night schedule, it will take longer to complete the curriculum courses.

CHANGES IN REGULATIONS

Nash Technical Institute reserves the right to make changes in the regulations, courses, fees and other matters of policy and procedures whenever it is deemed necessary.

STUDENT CONDUCT

A primary ingredient of individual growth and development is self-discipline. In order to foster this very important aspect of human development, students are expected to exhibit the qualities of courtesy and integrity that characterize the behavior of mature men and women. Students are expected to adhere to the rules and regulations as may be established by the Institute and the student body.

The use or possession of alcoholic beverages, hallucinatory drugs, or other unlawful drugs is not permitted on campus or at Institute sponsored functions. Violations of these rules or regulations may subject the student to disciplinary measures or dismissal.

GENERAL ADULT AND EXTENSION PROGRAMS

Persons interested in enrolling in the Adult or Extension Programs should refer to the General Adult and Extension section of this catalog. Additional information may be secured by contacting the Director of these programs.

ADMINISTRATIVE OFFICE HOURS

The regular office hours of the Institute are as follows:

8:00 a.m.—5:00 p.m. Monday through Friday
7:00 p.m.—10:00 p.m. Monday through Thursday

If it is impossible for a person to come to the Institute during these hours, other times may be secured by appointment.

APPLICATION DEPOSIT

A deposit of $5.00 should accompany the application for admission. This is credited toward the student's tuition charges due at registration. This advance payment is not refundable if the student decides not to enter the Institute.

STUDENT ACTIVITY FEE

All full-time students are required to pay an activity fee of $5.00 per year. This fee is used to support the Student Activities Program.

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies vary according to the program of study, but average around $20-$30 a quarter for full-time students. These items may be purchased from the bookstore.

ACCIDENT INSURANCE

Accident insurance, covering hours in school and transportation to and from school is available. This insurance is required for all shop students.

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Director of Student Personnel before the student withdraws from classes. In such case, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the first day of class, as shown by the school calendar.

Tuition refunds will not be made for tuition of $5.00 or less.

Refunds will not be made to students enrolled in short term, non-credit classes. Full refund will be made should the Institute cancel a class. If a student voluntarily withdraws from a particular class without contacting the Director of Student Personnel and filling out the proper withdrawal forms, he will receive no refund from the course dropped.

In compliance with federal regulations, students who are veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 to 35, will be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal.

Student Services and Activities

GUIDANCE AND COUNSELING

Counseling begins with the initial interview before the acceptance of a student. The primary purpose of this interview is to ascertain if the student has made a wise decision in his choice of study which closely fits his needs, interests, and abilities.

Opportunities for counseling services are available throughout the student's enrollment at the Institute. In addition, he is assigned an advisor who teaches in the student's chosen curriculum. The advisor assists in constructing the student's program and other problems in the academic field.

STUDENT ORIENTATION

All new students participate in an orientation program designed to acquaint them with the Institute's administrative officers, faculty and staff, and others they will need to know. Rules, policies, and privileges are discussed.

PLACEMENT

Placement services are available to both present and former students of the Institute. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the Institute. Students desiring assistance with placement must fill out the placement form in the Student Personnel Office at the beginning of their last quarter in school.

FINANCIAL AID

SCHOLARSHIPS

A limited number of scholarships are available at present; however, more scholarships are expected in the near future. Students desiring such aid should contact the Financial-Aid Officers.

STUDENT LOANS

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a loan should contact the Financial-Aid Officers. This should be done as early as possible before the quarter in which the student expects to enter.

WORK-STUDY PROGRAM

Work-study positions are available under provision of the Vocational Education Act of 1963. To be eligible, the person must be a high school graduate and enrolled or accepted for enrollment as a full-time student in occupational education. Applicants must be between 18 and 21 years of age and in need of the earnings to begin or to continue occupational education. Students approved for this program may be employed up to a maximum of 15 hours per week after regularly scheduled classes. Students may work up to 40 hours per week during the summer if they are not enrolled in classes, but plan either to begin or continue on a full-time basis during the fall quarter. Students should contact the Financial-Aid Officer about this program.

VETERANS

Veterans and children of deceased veterans who want to attend school under Public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V.A. office; however, the student is encouraged to discuss his plans with the Financial-Aid Officer before making application to the V.A.

The contact hours shown in the catalog are minimal. It is the policy of this institute to permit students to enroll in additional subjects and laboratory work beyond these shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration.

SELECTIVE SERVICE DEFERMENT

A student who is enrolled at the Nash Technical Institute as a full-time student or enrolled in at least 12 quarter hours may request of his draft board a deferment 2-A for the duration of the program in which he is enrolled. During registration, a student should furnish pertinent information to the school and his Selective Service Board is notified by the school.

ACADEMIC REGULATIONS

GRADING SYSTEM

The Institute operates on a quality point system. By this method, numerical values called "quality points" are assigned to each grade. By dividing the sum total of credit hours attempted into the sum total of quality points a grade point average can be determined. This allows a student to know what his academic standing is.

Each student will receive mid-quarter grades indicating his progress in in each course. Mid-quarter grades are primarily for the information and guidance of the student and are not entered on the permanent record.

At the end of each quarter, the student will receive final grades based on the following system:

Letter Grade	Numerical Grade	Explanation	Quality Points
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Below Average	11
F	Below 70	Failure	0
I		Incomplete	0
W/P		Withdrew Passing	0
W/F		Withdrew Failing	0
AU		Audit	

Incompletes will be given when circumstances justify additional time to complete the course. An incomplete must be removed within a reasonable length of time. If the incomplete is not removed within the allowed time, then it automatically becomes an "F".

PRESIDENT'S LIST

The Nash Technical Institute encourages scholarship in all programs. In order to honor those students who achieve a standard of excellency, a quarterly President's List is published in recognition of students who achieve a quality point average of 2.5 or better. Those who maintain a grade point average of 2.5 or better for all quarters shall graduate with honors.

ATTENDANCE

Students are expected to make every effort to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential in order to satisfactorily meet course objectives.

Students who anticipate an absence should contact their instructor before the class to be missed. Should this prior notice be impossible, the student must explain his absence upon his return to class.

After two unexcused absences, the student is subject to a warning by the instructor and/or the student personnel office. Three unexcused absences from the class, laboratory, or shop sessions of a given course will make the student subject to dismissal from the course. Three tardies in any one class equal one unexcused absence.

Any or all work missed during absences must be made up according to the discretion of the instructor. Students absent during scheduled tests or final exams without an excuse will not be permitted to make them up.

COURSE LOAD

A full-time student is one who is carrying twelve or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter hour credits. Course schedules and course load should be planned through consultation with a counselor and approved by the student's faculty advisors. No student may carry in excess of twenty credit hours without prior approval of the Student Personnel Director.

Veterans are reminded that it will be necessary for them to meet the Veterans Administration regulations in order to be considered a full-time student. This is 25 clock hours per week in the technical programs and 30 clock hours per week in the vocational programs.

SCHEDULE CHANGES

All schedule changes, either to add a course or to drop a course, must be made during the first three class meetings. Changes in schedules will not be permitted after this time. All schedule changes must have the approval of the Student Personnel office.

PROBATION

A full-time student failing to maintain a cumulative grade-point average 2.0 will be placed on probation for the next quarter. During this "probationary" period, the student will be under the supervision of the personnel counselor. Should the student continue to have difficulty, a change in the program of study may become necessary.

WITHDRAWAL PROCEDURE

Students desiring to withdraw from the Institute should contact the office of Student Personnel for an exit interview and completion of the necessary forms for official withdrawal. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled.

GRADUATION REQUIREMENTS

Nash Technical Institute confers the Associate in Applied Science Degree upon students who saitsfactorily complete a two-year technical curriculum program. A diploma is awarded to students who satisfactorily complete a one-year curriculum program. Certificates may be awarded upon completion of selected programs of less than one year in length or where content falls short of the full curriculum.

A student is scholastically eligible for graduation when he has satisfied the specific requirements of the Institute and the department in which he is enrolled, and has earned a cumulative grade point average of at least 2.0.

APPLICATION FOR DEGREE OR DIPLOMA

Students expecting to complete requirements for a degree or diploma are required to fill out pre-graduation forms. These are to be secured from the Student Personnel Department and submitted to him during the first ten class days of the quarter in which he expects to complete all requirements for graduation.

STUDENT ACTIVITIES

Nash Technical Institute will offer its students the opportunity to participate in a variety of activities. Student activities are considered an integral part of the student's total educational experience. Students are encouraged to participate in student activities.

STUDENT GOVERNMENT

The Student Government Association consists of elected representatives from each curriculum program and elected Student Government Association officers. These representatives and officers are elected each fall. This organization teaches democratic principles through practice and contributes greatly to the over-all student life within the school.

NEWSPAPER

The student newspaper, *The Technica,* is published at intervals during the school year and gives its readers a review of campus activities. It circulates among students, faculty, administration, and the campus community.

THE LIBRARY

The library is planned to provide the materials needed for the technical and vocational instruction of both the day and evening programs of the institute. The library materials available include reference collections primarily of a technical and scientific nature; volumes which deal with the technical subjects taught at the Institute; periodicals for reference and pleasure reading and many audio-visual aids, such as films, filmstrips, and microfilm.

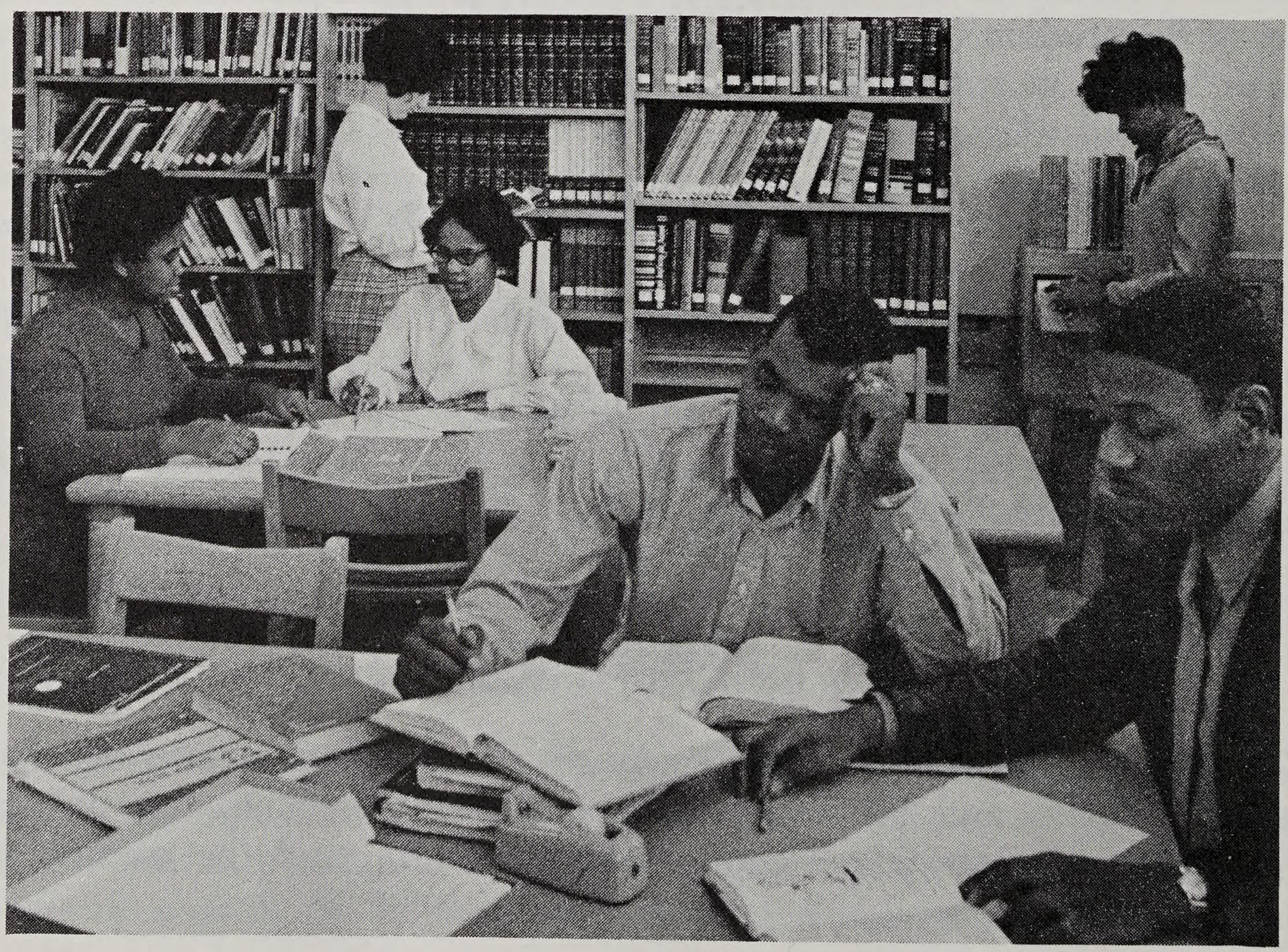
LEARNING LABORATORY

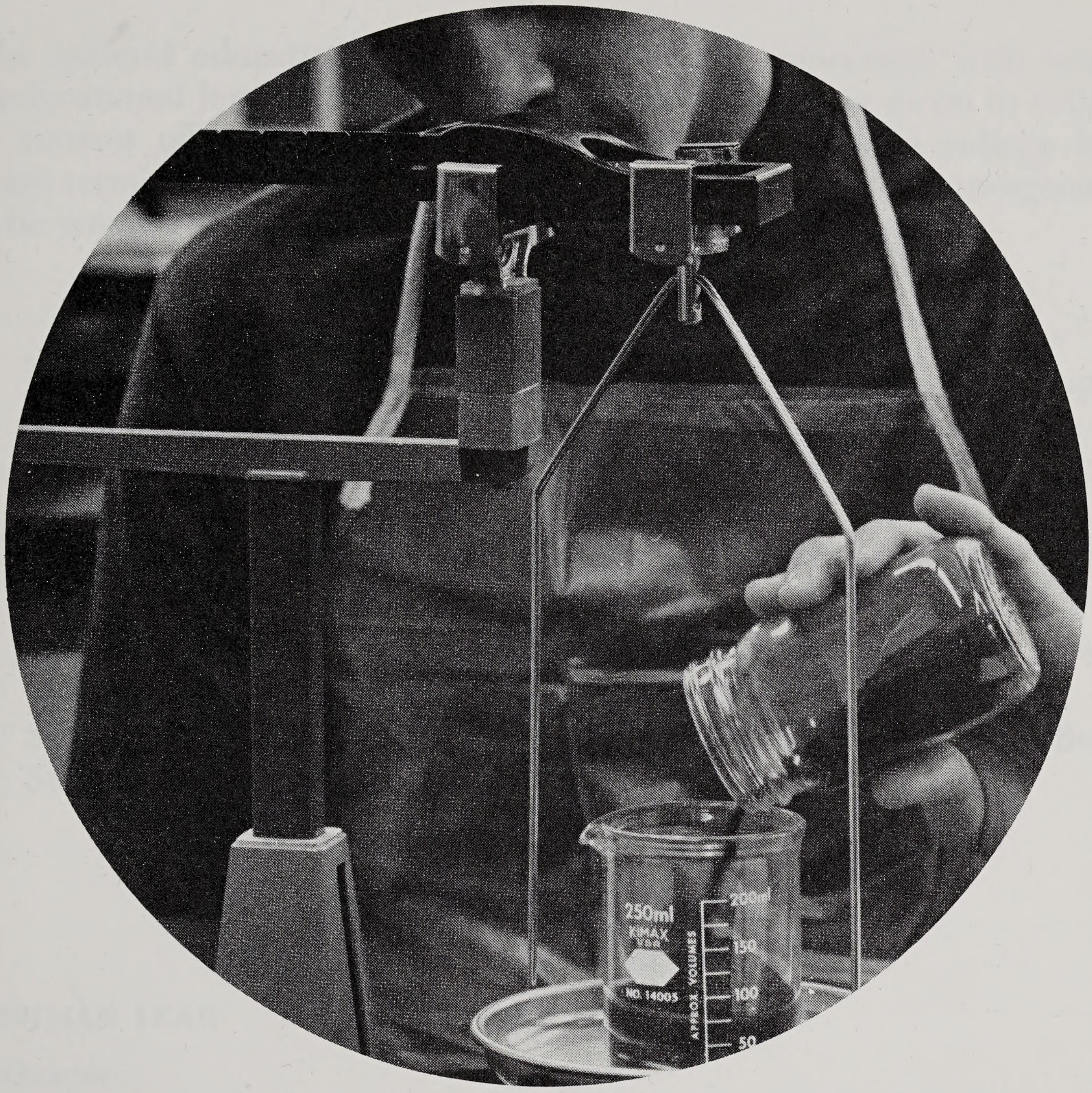
The Learning Laboratory located at Nash Technical Institute enables a person, at any educational level, to further his knowledge in many subject areas and also to prepare for the high school equivalency certificate. This is a new approach to learning with the use of programmed instructional materials and teaching machines.

The prospective student may come into the laboratory at any time his personal schedule will permit. The laboratory is open during the day and evening hours.

Subjects available in programmed instruction include:

English
Social Studies
Mathematics
Foreign Languages
Reading Skills
Science





General Education

GENERAL EDUCATION

The general education curriculum is primarily concerned with raising the educational level of high school graduates who cannot go on to college. The courses offered parallel the freshman and sophomore college level but are terminal in nature. It is hoped that in the near future arrangements can be worked out whereby these courses can be transferred.

ADMISSION REQUIREMENTS

1. Graduation from an accredited high school and rank in the upper seventy-five per cent of their graduating class. If the applicant is not a high school graduate, a high school Equivalency Certificate is required.
2. Satisfactory recommendation by the high school principal and/or guidance counselor.
3. Presentation of at least two units of high school mathematics (2 units of algebra or 1 unit each of algebra and geometry).
4. Satisfactory scores on the College Entrance Examination Board Scholastic Aptitude Test.

TWO YEAR CURRICULUM

FRESHMAN YEAR

Fall Quarter

Course No.		Course Title	Cr. Hrs.
ENG	101	English Composition	3
HIS	101	Western Civilization	3
MAT	101	Fundamentals of Math	5
MUS	101	Music Appreciation	3
PED	101	Personal and Community Health	3
		Total	17

Winter Quarter

Course No.		Course Title	Cr. Hrs.
ENG	102	English Composition	3
HIS	102	Western Civilization	3
MAT	102	Algebra	5
ART	101	Art Appreciation	3
PSY	201	Intro. to Psy.	3
		Total	17

Spring Quarter

Course No.	Course Title	Cr. Hrs.
ENG 103	English Composition	3
HIS 103	Western Civilization	3
LOG 101	Introduction to Logic	3
SOC 201	Introduction to Sociology	3
SPH 101	Fundamentals of Speech	3
	Total	15

SOPHOMORE YEAR

Fall Quarter

Course No.	Course Title	Cr. Hrs.
ENG 201	English Literature	5
HIS 201	American History	3
BIO 101	General Biology	4
POL 201	American Fed. Gov.	3
	Total	15

Winter Quarter

Course No.	Course Title	Cr. Hrs.
ENG 202	English Literature	5
HIS 202	American History	3
BIO 102	General Biology	4
PHI 201	Intro. to Philosophy	3
	Total	15

Spring Quarter

Course No.	Course Title	Cr. Hrs.
ENG 205	Creative Writing	3
HIS 203	American History	3
BIO 103	General Biology	4
BUS 105	Intro. to Business	
	or	
EDU 201	Intro. to Education	5
	Total	15

COURSE DESCRIPTIONS

ENG 101 English Composition **3 credit hours**
The study of the use of the English language through the mediums of grammar, composition, reading, speaking, and writing.

ENG 102 English Composition **3 credit hours**
A continuation of ENG 101. The study of the English language through the medium of the reading and written analysis of works of literature.

ENG 103 English Composition **3 credit hours**
A continuation of ENG 101 and ENG 102. The study of the English language through the medium of the preparation of speech materials. The course includes the continuation of reading in literature drawing from all literary forms.

ENG 201 English Literature **5 credit hours**
The study of English literature from Beowulf to the Romantic Period. Prerequisite ENG 103.

ENG 202 English Literature **5 credit hours**
A continuation of ENG 201, including a study of English literature from the Romantic Period through the Modern Period.

ENG 205 Creative Writing **3 credit hours**
A foundation course in writing of essays, short stories, and poetry. Student work is read and discussed in class. Reading and discussion of contemporary writers and critics. Prerequisite ENG 103.

SPH 101 Fundamentals of Speech **3 credit hours**
The study and practice of oral communication. Emphasis is upon elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation.

HIS 101 Western Civilization **3 credit hours**
A general survey of the ancient near East; the classical civilizations of Greece and Rome; the new religious civilizations of the early Middle Ages; and the Renaissance.

HIS 102 Western Civilization **3 credit hours**
A survey of the Age of the Reformation; exploration, colonization, and the Commercial Revolution; the Age of Absolutism; the Intellectual Revolution; the Age of Democratic Revolutions; and the Napoleonic Era.

HIS 103 Western Civilization **3 credit hours**
A survey of the Industrial Revolution; the European political revolts of 1830 and 1848; the political unification of Germany and Italy; World War I and its aftermath; the rise of European totalitarian states; the upsurge of nationalism in Africa and the Orient; World War II; and the Cold War and Communist Free World Competitive Co-existence.

HIS 201 American History **3 credit hours**
The study of the origins and development of the United States through the Constitutional period.

HIS 202 American History **3 credit hours**
The study of the history of the United States from the Constitutional period through the Civil War and the Reconstruction period.

HIS 203 American History **3 credit hours**
The study of the history of the United States from the Reconstruction period to the present.

PSY 201 Introduction to Psychology **3 credit hours**
The introductory study of psychology. The course includes the study of principles of behavior in the areas of motivation, perception, learning, intelligence, and the organization of personality.

POL 201 American Federal Government **3 credit hours**
The study of the origins, development, structure, and functioning of the Federal Government.

SOC 201 Introduction to Sociology **3 credit hours**
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American Institutions in relation to technological change, ethnic groups, population trends, and social control.

EDU 201 Introduction to Education **5 credit hours**
The study of education as an institution in society. Emphasis is on the educational system in the United States, its functions, organization, and its history.

ART 101 Art Appreciation **3 credit hours**
An introduction to fundamental elements and principles of creative art expression emphasizing composition, design, shape, value, styles, and movements.

MUS 101 Music Appreciation **3 credit hours**
Designed to give a basic orientation to music with emphasis on simple form and analysis, instrumentation, athletics, masterpieces, and other significant work.

PHI 201 Introduction to Philosophy **3 credit hours**
An introduction to the subject matter and methods of philosophy to include the analysis of fundamental issues underlying deductive and inductive logic; theories of perception, mind, body, and value.

PED 101 Personal and Community Health **3 credit hours**
The study of basic human health and hygiene, with emphasis on the development of sound health habits and attitudes.

BUS 105 Introduction to Business **5 credit hours**
A study of the basic principles of ownership, management, marketing, personnel, finance, and law as they affect the operation of American business and industry.

BIO 101 General Biology **4 credit hours**
An introduction to the biological concepts; a study of the chemical and physical of the living cell. Various animal groups are studied from the point of view of structure, function, and habitat. Three lecture hours, two lab hours.

BIO 102 General Biology **4 credit hours**
A continuation of BIO 101, including a study of various plant groups approached from the point of view of structure, function, and habitat. Three lecture hours, two lab hours.

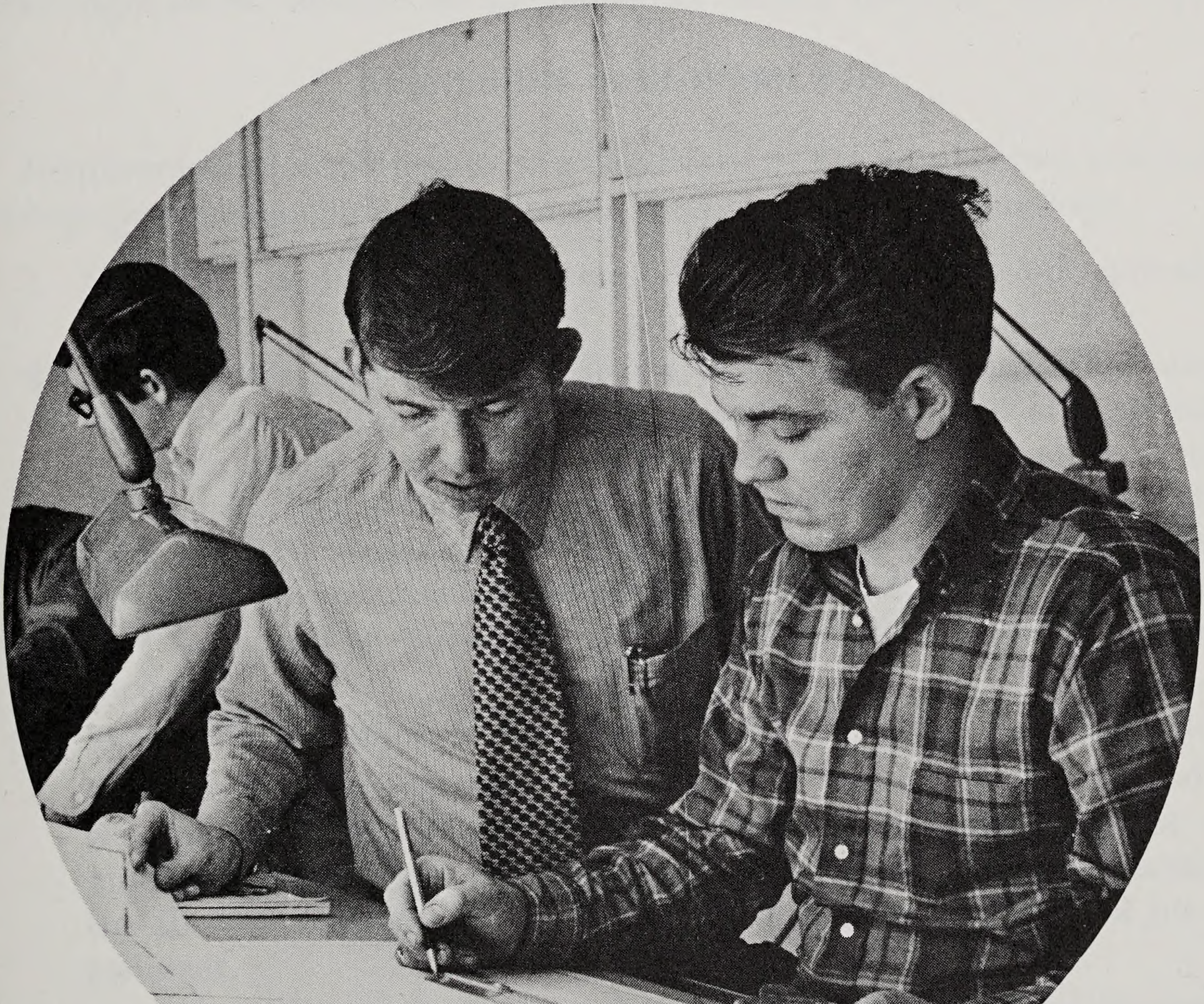
BIO 103 General Biology **4 credit hours**
A continuation of the anatomy and physiology of the human body, genetics, and evolution. Three lecture hours, two lab hours.

MAT 101 Fundamentals of Mathematics **5 credit hours**
An introduction to mathematical concepts necessary for effective citizenship. The course includes a study of sets, the development of number systems, logic, and selected cultural topics.

MAT 102 Algebra **5 credit hours**
An axiomatic presentation of the real number system as an ordered field, in which axioms, definitions, and theorems are used to justify traditional algebraic processes, involving such topics as algebraic fractions, factoring, exponents, logarithms, and the solution of equations and inequalities.

LOG 101 Introduction to Logic **3 credit hours**
An introduction to propositional logic which considers human reasoning in practical situations.

Technical Programs



THE TECHNICAL DIVISION

The Technical Division offers programs to prepare students for work in such areas as: semi-professional, managerial, clerical and sales, service, agricultural and skilled occupations.

Students enrolled in the technical programs, in addition to taking courses that are directly related to a specific occupation, take general education courses in the areas of English and social science. Even though the technical programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university as transfer credit, usually on the basis of qualifying examinations. In general, these programs are two academic years in length and lead to the awarding of an Associate in Applied Science Degree.

The graduate of the technical program will find his specialized skill increasingly more valuable as our industrial society becomes more complex.

ADMISSION REQUIREMENTS

Requirements for admission of a candidate to the regular two-year technology program include the following qualifications. The candidate:

1. Must be a high school graduate or have a state approved equivalent education.
2.* Should have high school credit for two units of mathematics, one of which is in algebra and the other in plane geometry or an equivalent in mathematics. Competence may be determined by appropriate tests. Those who fail to meet the accepted standards for technical mathematics will be required to complete successfully a prerequisite mathematics course to remove the deficiency. A student with deficiencies may be admitted only when there is strong indication of probable success.
3. Should have completed one unit of physical science with laboratory.
4. Must demonstrate aptitude for technician training as determined by standard tests. These tests will aid in student selection, placement, and guidance. Institution guidance and counseling will be available to the student throughout his education, not just at the time of his enrollment.
5. Must have an interview with a designated representative for discussing enrollment plans and lifetime career goals.

*Note Students who are planning to take such technical curricula as Executive Secretary, Business Administration, etc. will find that the math requirements will be different than those stated above. Instead of algebra or geometry, the student will need a background in general math.

ARCHITECTURAL TECHNOLOGY

Architectural technicians are concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction details, mechanical equipment layouts; door, window and room schedules, and site plans. The drafting technician will be involved in work requiring a knowledge of building codes, specifications and contract documents.

After gaining experience the technician may be involved in estimating, field inspection or in collecting site data and other information pertinent to construction.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week CLASS	LAB	Quarter Hours CREDIT
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-MAT	101	Technical Mathematics	5	0	5
T-PHY	101	Physics: Properties of Matter	3	2	4
T-DFT	106	Architectural Drafting	2	6°	4
T-CIV	105	Architectural Materials & Methods	3	3	4
			16	11	20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-MAT	102	Technical Mathematics	5	0	5
T-PHY	104	Physics: Light and Sound	3	2	4
T-DFT	107	Architectural Drafting	2	6	4
T-AHR	106	Architectural Mechanical Equipment	3	3	4
			16	11	20
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-MAT	103	Technical Mathematics	5	0	5
T-PHY	103	Physics: Electricity	3	2	4
T-DFT	108	Architectural Drafting	0	9	3
T-CIV	114	Statics	5	0	5
			16	11	20
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-CIV	216	Strength of Materials	3	2	4
T-DFT	220	Architectural Drafting	2	9	5
T-CIV	101	Surveying	2	6	4
			10	17	16

°Manipulative Laboratory involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

FIFTH QUARTER

		Social Science Elective	3	0	3
T-DFT	221	Architectural Drafting	2	9	5
T-DFT	233	Office Practice Seminar	2	0	2
T-DFT	235	Codes, Specifications and Contract Documents	3	3	4
		Elective (Min.)	3	3	4
			—	—	—
			10	12	17

SIXTH QUARTER

		Social Science Elective	3	0	3
T-DFT	222	Architectural Drafting	2	9	5
T-DFT	236	Construction Estimating and Field Inspecting	3	3	4
		Elective (Min.)			3
			—	—	—
			8	12	15
		Total Quarter Hours in Courses			102
		Elective (Min.)			6
					—
		Total			108

BUSINESS ADMINISTRATION

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3*	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			—	—	—
			18	3	19

Manipulative Laboratory

SECOND QUARTER

T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18

THIRD QUARTER

T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18

FOURTH QUARTER

T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			17	2	18

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			15	2	16

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			18	2	19
		Total Quarter Hours in Courses			96
		Electives (Min.)			12
		Total			108

EXECUTIVE SECRETARY

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3°	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (or Elective)	3	2	4
			18	5	20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3°	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3°	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			13	7	16
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206E	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3°	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing (Systems)	3	2	4
			13	9	17

°Manipulative Laboratory

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
T-BUS	207E	Dictation and Transcription (Executive)			
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			18	4	20

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	208E	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management Elective	3	0	3
		Elective	6	0	6
			15	2	16
		Total Quarter Hours in Courses			96
		Electives (Min.)			12
		Total			108

MEDICAL SECRETARY

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary in addition to taking dictation and transcribing is given more responsibility in connection with meeting office callers and screening telephone calls.

The requirements for the medical secretarial degrees differ from the executive secretarial degree only in shorthand and dictation terminology.

LEGAL SECRETARY

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities of employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

The requirements for the legal secretarial degree differ from the executive secretarial degree only in shorthand and dictation terminology.

TECHNICAL COURSE DESCRIPTIONS

The contents of Technical courses are outlined in the following course descriptions. First year courses are numbered 100 through 199 and second year courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." A "manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for every three of these laboratory hours: one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

AIR CONDITIONING

T-AHR 106 Architectural Mechanical Equipment **Credit 4(3-3)**

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs.

Prerequisite: None

BUSINESS

T-BUS 101 Introduction to Business **Credit 5(5-0)**

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None

T-BUS 102 Typewriting **Credit 3(2-3)**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts.

Prerequisite: None

T-BUS 103 Typewriting **Credit 3(2-3)**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104 Typewriting **Credit 3(2-3)**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 106 Shorthand **Credit 4(3-2)**

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None

T-BUS 107 Shorthand **Credit 4(3-2)**

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent

T-BUS 108 Shorthand **Credit 4(3-2)**

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107

T-BUS 110 Office Machines **Credit 3(2-2)**

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None

T-BUS 112 Filing **Credit 3(3-0)**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

Prerequisite: None

T-BUS 115 Business Law **Credit 3(3-0)**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

T-BUS 116 Business Law **Credit 3(3-0)**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115

T-BUS 120 Accounting **Credit 6(5-2)**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110

T-BUS 121 Accounting **Credit 6(5-2)**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting of data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120

T-BUS 123 Business Finance **Credit 3(3-0)**

Financing of business units, as individual, partnerships, corporations, and trusts. A detailed study is made of short-term, and consumer financing.

Prerequisite: None

T-BUS 124 Business Finance **Credit 3(3-0)**

Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123

T-BUS 205 Advanced Typewriting **Credit 3(2-1)**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206 Dictation and Transcription **Credit 4(3-2)**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108

T-BUS 207 Dictation and Transcription **Credit 4(3-2)**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206

T-BUS 208 Dictation and Transcription **Credit 4(3-2)**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207

T-BUS 211 Office Machines **Credit 3(2-2)**

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment and the dictating and transcribing machines.

Prerequisite: T-BUS 110

T-BUS 214 Secretarial Procedures **Credit 4(3-2)**

Designed to acquaint the student with the responsibility encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None

T-BUS 215 Office Application **Credit 6(0-6)**

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisite: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211

T-BUS 217 Business Law **Credit 3(0-3)**

A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

Prerequisite: T-BUS 116.

T-BUS 219 Credit Procedures and Problems **Credit 3(0-3)**

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.

Prerequisite: T-BUS 120

T-BUS 229 Taxes **Credit 4(3-2)**

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 212

T-BUS 232 Sales Development **Credit 3(3-0)**

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisites: None

T-BUS 233 Personnel Management **Credit 3(0-3)**

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

Prerequisite: None

T-BUS 235 Business Management **Credit 3(3-0)**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

Prerequisite: None

T-BUS 237 Wholesaling **Credit 3(0-3)**

The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.

Prerequisite: None

T-BUS 239 Marketing **Credit 5(5-0)**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None

T-BUS 243 Advertising **Credit 4(3-2)**

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None

T-BUS 245 Retailing **Credit 3(0-3)**

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

T-BUS 247 Business Insurance **Credit 3(0-3)**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None

T-BUS 255 Interpreting Accounting Records **Credit 3(0-3)**

Designed to aid the student in developing a "use understanding" of accounting records, reports, and financial statements. Interpretation, analysis, and utilization of accounting statements.

Prerequisite: T-BUS 121

T-BUS 266 Budget and Record Keeping Credit 3(0-3)

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.

Prerequisite: T-BUS 121

T-BUS 271 Office Management Credit 3(3-0)

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None

T-BUS 272 Principles of Supervision Credit 3(3-0)

Introduce the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None

CIVIL TECHNOLOGY

T-CIV 101 Surveying Credit 4(2-6)

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys.

Prerequisites: T-MAT 102, T-DFT 107

T-CIV 105 Architectural Materials and Methods Credit 4(3-3)

Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard sizes of structural materials, and construction techniques are included.

Prerequisite: None

T-CIV 114 Statics Credit 5(5-0)

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; static and kinetic friction; center of gravity, centroids, and moment of inertia.

Prerequisite: T-MAT 102

T-CIV 216 Strength of Materials Credit 4(3-2)

Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.

Prerequisites: T-CIV 114, T-MAT 103

DRAFTING

T-DFT 101 Technical Drafting Credit 2(0-6)

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique and perspective are introduced.

Prerequisite: None

T-DFT 102 Technical Drafting **Credit 2(0-6)**

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

T-DFT 106 Architectural Drafting **Credit 4(2-4)**

A course designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views. Projection problems dealing with principles of descriptive geometry involving points, lines, planes, and connectors. The principles of isometric, oblique and perspective drawings are introduced.

Prerequisite: None

T-DFT 107 Architectural Drafting **Credit 4(2-6)**

Development of techniques in architectural lettering, symbols, and their interpretation; dimensioning, freehand and instrument drafting. Drawing of construction details, using appropriate materials symbols and connections. Sections, scale details and full-size details will be prepared from preliminary sketches. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections and developments.

Prerequisite: T-DFT 106

T-DFT 108 Architectural Drafting **Credit 3(0-9)**

An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.

Prerequisites: T-DFT 107, T-AHR 106, T-CIV 105

T-DFT 204 Descriptive Geometry **Credit 3(2-4)**

Graphic analysis of space problems involving points, lines, planes, connectors, and combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.

Prerequisites: T-DFT 102, T-MAT 102

T-DFT 220 Architectural Drafting **Credit 5(2-9)**

Drawing of structural plans and details as prepared for building construction including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

Prerequisite: T-DFT 108

T-DFT 221 Architectural Drafting **Credit 5(2-9)**

Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

Prerequisite: T-DFT 220

T-DFT 222 Architectural Drafting **Credit 5(2-9)**

Preparation of the complete set of working drawings for the architectural structure. Preparation of millwork drawings, cabinets and built-in equipment detail drawings, and door, window, and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made.

Prerequisites: T-DFT 221, T-CIV 101, T-DFT 235

T-DFT 226 Air-Conditioning Systems Drawing **Credit 2(0-6)**

Drawing of air-conditioning systems and study of related architectural and structural elements. Sheet metal intersections and developments and types of duct installation. Air-conditioning and refrigeration layouts, diagrams, and schematics.

Prerequisites: T-DFT 102, T-AHR 103, T-AHR 201, T-AHR 216.

T-DFT 233 Office Practice Seminar **Credit 2(2-0)**

A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.

Prerequisite: None

T-DFT 235 Codes, Specifications and Contract Documents **Credit 4(3-3)**

A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

Prerequisite: T-DFT 220

T-DFT 235 Construction Estimating and Field Inspecting **Credit 4(3-3)**

Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, sub-contractors' estimates, overhead cost, and bid and contract procedures. Detailed inspection of the construction by comparing finished work to the specifications.

Prerequisite: T-DFT 235

ECONOMICS

T-ECO 102 Economics **Credit 3(3-0)**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

T-ECO 104 Economics **Credit 3(3-0)**

Greater depth in principles of economics, including a penetration into the composition and pricing of national putput, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102

T-ECO 108 Consumer Economics **Credit 3(0-3)**

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

Prerequisite: None

ELECTRONIC DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems **Credit 4(3-2)**

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None

T-EDP 106 Business Programming **Credit 2(4-4)**

The effective use of data processing equipment in meeting the information needs of business; utilizing the symbolic programming system as a tool in the solution of problems. The scope of the problems developed will vary from a modest payroll procedure to the total information retrieval for a large and complex business.

Prerequisites: T-EDP 104.

ENGLISH

T-ENG 101 Grammar **Credit 3(3-0)**

Designed to aid the student in the improvement of self-expression grammar. The approach in functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

T-ENG 102 Composition **Credit 3(3-0)**

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101

T-ENG 103 Report Writing **Credit 3(3-0)**

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102

T-ENG 204 Oral Communication **Credit 3(3-0)**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101

T-ENG 206 Business Communication **Credit 3(3-0)**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiries.

Prerequisite: T-ENG 102

MATHEMATICS

T-MAT 101 Technical Mathematics **Credit 5(5-0)**

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

Prerequisite: Satisfactory evidence that admission requirements have been met.

T-MAT 102 Technical Mathematics **Credit 5(5-0)**

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

Prerequisite: T-MAT 101

T-MAT 103 Technical Mathematics **Credit 5(5-0)**

The fundamental concepts of an analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

Prerequisite: T-MAT 102

T-MAT 110 Business Mathematics **Credit 5(5-0)**

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent used of mathematics in the field of business.

Prerequisite: None

T-MAT 201 Technical Mathematics **Credit 5(5-0)**

A continuation of T-MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations, and Fourier series.

Prerequisite: T-MAT 103

PHYSICS

T-PHY 101 Physics: Properties of Matter **Credit 4(3-2)**

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and application. Laboratory experiments and specialized problems dealing with these topics are part of this course.

Prerequisite: None

T-PHY 102 Physics: Work, Energy, Power **Credit 4(3-2)**

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

Prerequisites: T-MAT, T-PHY 101

T-PHY 103 Physics: Electricity **Credit 4(3-2)**

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.

Prerequisites: T-MAT 102, T-PHY 101

T-PHY 104 Physics: Light and Sound **Credit 4(3-2)**

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.

Prerequisites: T-MAT 101, T-PHY 101

T-PHY 231 Fluid Mechanics **Credit 3(3-0)**

Fundamental laws of fluid flow and application of these laws to the sizing of hot and cold water piping, steam piping, refrigerant piping, air ducts, pumps, and fans. Particular emphasis will be directed to calculations of capacity, horsepower, and head requirements of pumps and fans; to comparison of the several methods of piping and air duct sizing; and to methods of fluid flow measurement.

Prerequisites: T-MAT 103, T-PHY 102

POLITICAL SCIENCE

T-POL 201 United States Government **Credit 3(3-0)**

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None

PSYCHOLOGY

T-PSY 206 Applied Psychology **Credit 3(0-3)**

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

Prerequisite: None

T-PSY 112 Personality Development **Credit 3(0-3)**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None

SOCIAL SCIENCE

T-SSC 201 Social Science I **Credit 3(3-0)**

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None

T-SSC 202 Social Science II **Credit 3(3-0)**

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201

T-SSC 205 American Institutions **Credit 3(3-0)**

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None

Vocational Programs

THE VOCATIONAL DIVISION

The Vocational programs are designed to prepare people for entrance into a skilled occupation. These programs range from one to four quarters in length, depending upon the development of skills and job proficiency. Certificates are usually awarded on the completion of the one to three quarter programs, which include mainly courses in skill training. Diplomas are awarded upon the completion of the four quarter programs, which also include courses in communication skills and the social sciences directly related to the occupations goals of the programs. The occupational entry of the graduate is at the semi-skilled level, but his training will permit him to progress rapidly to the skilled or "craftsman" level.

ADMISSION REQUIREMENTS

A candidate for admission to the regular trade-vocational training programs must meet the following qualifications:

1. Must be at least 18 years of age and have the ability to enter into or make advancement in the area in which enrolled.
2. Must have satisfactorily completed a minimum of eight (8) units of accredited secondary school work. Those who have not successfully completed eight (8) units of such work will be required to take other standard and/or local institution tests.
3. Must demonstrate aptitude for trade-vocational training as determined by standard and/or local institution tests to insure ability to meet job requirements in the desired trade.
4. Must have one (1) unit of secondary school algebra or an equivalent in mathematics. Those who have deficiencies will be required to remove the deficiency before completing their training.
5. Must have a personal interview with designated school representative.
6. Applicants to the Practical Nurse Education curriculum must supply specific medical and dental information.

AUTO BODY REPAIR

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuilt springs, and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	4	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	2
			—	—	—
			13	17	19
SECOND QUARTER					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power mechanics	0	3	1
ENG	1102	Communication Skills	3	0	3
			—	—	—
			9	20	16
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			—	—	—
			8	21	15
FOURTH QUARTER					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			6	21	13
		Total Quarter Hours in Course			63

AUTOMOTIVE MECHANICS

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENH	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
THIRD QUARTER					
AUT	1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17

FOURTH QUARTER					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			9	18	15
		Total Quarter Hours in Course			67

BUILDING TRADES-DRAFTING

Draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions: makes final sketch of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in the manipulation of triangle, T-square, and other drafting tools. Lays tracing paper on drawing and traces drawing in pencil or ink. Makes charts for representation of statistical data. Makes finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Building trades draftsman performs the general duties of a draftsman and also specializes in organizing and drawing of working drawings from final preliminary sketches from the designer, mechanical equipment and structural drawings included.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
DFT	1121	Drafting	3	12	7
MAT	1103	Geometry	3	0	3
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			—	—	—
			11	14	16
SECOND QUARTER					
DFT	1122	Drafting	3	6	5
DFT	1125	Descriptive Geometry	2	3	3
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			—	—	—
			16	11	20

THIRD QUARTER

DFT	1141	Building Trades Drafting	3	12	7
MAT	1104	Trigonomet	3	0	3
DFT	1144	Building Materials and Methods	3	0	3
DFT	1143	Building Mechanical Equipment	3	0	3
PSY	1101	Human Relations	3	0	3
			15	12	19

FOURTH QUARTER

DFT	1142	Building Trades Drafting	3	12	7
DFT	1145	Specifications and Contracts	3	0	3
CIV	1101	Surveying	2	3	3
BUS	1103	Small Business Operations	3	0	3
			11	15	16
		Total Quarter Hours in Course			71

COSMETOLOGY

Today the cosmetologist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

A trained beautician is in constant demand. He or she can find employment in the many beauty shops found in every community. A cosmetologist performs many functions in providing beauty services for customers. Some of the functions are: manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, and other services demanded of a beautician.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Total Contact
			CLASS	LAB	HOURS
FIRST QUARTER					
COS	1101	Introduction to Cosmetology	5	1	66
COS	1102	Bacteriology, Sanitation, and First Aid	5	2	77
COS	1112	Personality	2	0	22
COS	1103	Shampoo and Rinse	0	2	22
COS	1105	Finger Waving and Pin Curling	1	9	110
COS	1107	Manicuring	1	2	33
			14	16	330

SECOND QUARTER

COS	1106	Hair Shaping	1	9	110
COS	1111	Hair Styling and Wig Care	2	9	212
COS	1115	Tinting and Bleaching	1	8	99
			4	26	330

THIRD QUARTER

COS	1110	Permanent Waving—Cold and Heat Wave	2	15	187
COS	1118	Anatomy	3	2	55
COS	1120	Facials	1	5	66
			6	22	308

FOURTH QUARTER

COS	1119	Anatomy	2	4	66
COS	1116	Scalp Treatments	1	2	33
COS	1121	Disorders of Skin, Nails, and Hair	5	3	88
COS	1123	Chemistry	2	1	33
COS	1122	Electricity	3	1	44
COS	1124	Operational Management	1	0	11
			14	11	275
		Total Contact Hours in Course			1243

ELECTRICAL INSTALLATION AND MAINTENANCE

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

Course Title			Hours Per Week CLASS	LAB	Quarter Hours CREDIT
FIRST QUARTER					
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Math	5	0	5
PHY	1101	Applied Science	3	2	4
			15	14	20

SECOND QUARTER

ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1110	Blueprint Reading: Building Trades	0	3	1
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			11	17	17

THIRD QUARTER

ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT		Blueprint Reading: Electrical	0	3	1
			11	18	17
		Total Quarter Hours in Course			71

NURSES' ASSISTANT

This program is designed to prepare qualified personnel to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships, and nursing procedures related to daily needs of patients, and to common therapeutic measures. Throughout the program emphasis is given to the role of the nurse's assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

The course is one quarter in length and graduates will receive certificates on satisfactory completion of the course.

SUGGESTED CURRICULUM

UNIT I:

25 Hours. Introduction to Role of Nurses' Assistant. To help the student develop awareness of the scope of the health field and beginning understanding of health facilities, modern nursing, and the role of the nurses' assistant. A study in broad perspective of the field of nursing, with emphasis on current trends related to division of responsibility among various types and levels of health workers.

UNIT II:

15 Hours. Understanding Effects of Illness. To help the student develop understanding of common effects of illness on patient, family, and community, and beginning skills in helping patients adjust to illness and/or hospitalization. A study of the diverse effects of illness on the patient, the family, and community; and the role of health workers in helping the patient and family to make adjustments.

UNIT III:

50 Hours. Making Observations on Patients. To help the student develop beginning skill in making reliable observations on patients and in reporting to appropriate nursing personnel. A study of common effects of illness in relation to observations the nurses' assistant should be able to make and report with accuracy and dependability.

UNIT IV:

30 Hours. Safety Measures in Care of the Sick. To help the student develop understanding of medical asepsis, safety, and emergency situations in relation to the role of the nurses' assistant. A study of methods used to protect patients and personnel from infections and accidents and the role of the nurses' assistant in the event of internal or external disaster.

UNIT V:

40 Hours. Measures to Promote the Patient's Comfort. To help the student develop beginning skills in those aspects of patient care appropriate to the role of the nurses' assistant. A study of bedside nursing procedures used in assisting patients with daily needs.

UNIT VI:

85 Hours. Measures Related to the Patient's Illness. To help the student develop beginning skill in the performance of nursing procedures related to care of the isolated patient, in carrying out orders for unsterile irrigations and simple therapeutic measures, and in meeting selected needs of the surgical patient. A study of simple procedures commonly ordered by the doctor and appropriate to the role of the nurses' assistant.

UNIT VII:

85 Hours. Becoming a Hospital Employee. To help the student make the transition to a fully responsible employee role, fulfill citizenship responsibilities as a wage-earner, and set personal standards for quality performance as a member of the nursing team. A study of the nurses' assistant as a practitioner, with emphasis of effective job performance and fulfillment of citizenship responsibilities.

PRACTICAL NURSE EDUCATION

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
PNE	1101	Fundamentals of Practical Nursing	7	6	9
PNE	1102	Nutrition and Diet Therapy	2	0	2
PNE	1103	Anatomy and Physiology	4	0	4
PNE	1104	Growth and Development	3	0	3
PNE	1105	Pharmacology I	2	0	2
			—	—	—
			18	6	20
SECOND QUARTER					
PNE	1106	Medical-Surgical Nursing I	5	0	5
PNE	1107	Maternity Nursing	2	0	2
PNE	1108	Nursing of Children	2	0	2
PNE	1109	Clinical Experience—Medical, Surgical or Obstetrics, one of the three	0	24	8
			—	—	—
			9	24	17
THIRD QUARTER					
PNE	1110	Medical-Surgical Nursing II	5	0	5
PNE	1111	Pharmacology II	2	0	2
ENG	1102	Communication Skills	3	0	3
PNE	1112	Clinical Experience—Medical, Surgical or Obstetrics, one of the three	0	24	8
			—	—	—
			10	24	18
FOURTH QUARTER					
PNE	1113	Medical-Surgical Nursing III	5	0	5
PNE	1114	Clinical Experience—Medical, Surgical or Obstetrics, one of the three	0	24	8
PSY	1101	Human Relations	3	0	3
ENG	1103	Report Writing	3	0	3
			—	—	—
			11	24	19
		Total Quarter Hours in Courses			74

RADIO AND TELEVISION SERVICING

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunications, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELC	1112	Direct & Alternating Current	5	12	9
			12	12	16
SECOND QUARTER					
MAT	1116	Electrical Mathematics	5	0	5
ENG	1102	Communication Skill	3	0	3
ELN	1122	Vacuum Tubes & Circuits	5	9	8
ELN	1123	Amplifier Systems	2	6	4
			15	15	20
THIRD QUARTER					
ELN	1125	Radio Receiver Servicing	2	6	4
ELN	1126	Transistor Theory & Circuits	4	15	9
PSY	1101	Human Relations	3	0	3
			9	21	16
FOURTH QUARTER OR OPTION					
ELN	1127	Television Receiver Circuits and Servicing	10	15	15
BUS	1103	Small Business Operations	3	0	3
			13	15	18
FOURTH QUARTER OPTION					
ELN	1128	Television Receiver Circuits and Servicing	5	12	9
		Elective (1)	3	6	3
BUS	1103	Small Business Operations	3	0	3
			11	18	15
		Total Quarter Hours in Course			85

WELDING

Welders join metal by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding; arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jogs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
			CLASS	LAB	CREDIT
FIRST QUARTER					
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
SECOND QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
FOURTH QUARTER					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	3
BUS	1105	Industrial Organizations	3	0	3
			9	21	16
		Total Quarter Hours in Course			68

VOCATIONAL COURSE DESCRIPTIONS

The contents of Vocational courses are outlined in the following course descriptions. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as outlined.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "Manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

AIR CONDITIONING

AHR 1101 Automotive Air Conditioning **Credit 3(2-3)**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

Prerequisite: PHY 1102

AUTOMOTIVE

AUT 1111 Auto Body Repair **Credit 7(3-12)**

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies basic principles of straightening, aligning, and painting of damaged areas.

Prerequisite: None

AUT 1112 Auto Body Repair **Credit 7(3-12)**

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101

AUT 1113 Metal Finishing and Painting **Credit 7(3-12)**

Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools.

Prerequisites: AUT 1112, WLD 1105

AUT 1114 Body Shop Applications **Credit 10(3-21)**

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and development of the final settlement with the adjuster.

Prerequisites: AUT 1115, PHY 1102, DFT 1101

AUT 1115 Trim, Glass and Radiator Repair **Credit 5(2-9)**
Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.
Prerequisites: AUT 1112, WLD 1105

AUT 1121 Braking Systems **Credit 4(3-3)**
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.
Prerequisite: PHY 1102

AUT 1123 Automotive Chassis and Suspension Systems **Credit 6(3-9)**
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.
Prerequisite: PME 1102

AUT 1124 Automotive Power Train Systems **Credit 6(3-9)**
Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.
Prerequisites: PHY 1102, AUT 1123

AUT 1125 Automotive Servicing **Credit 6(3-9)**
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems providing a full range of experiences in testing, adjusting, repairing, and replacing.
Prerequisites: AUT 1123, AUT 1121, AHR 1101

BUSINESS

BUS 1103 Small Business Operations **Credit 3(3-0)**
An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

BUS 1105 Industrial Organizations **Credit 3(3-0)**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
Prerequisite: None

COSMETOLOGY

COS 1101 Introduction to Cosmetology **Contact Hours 66(5-1)**
Designed to give the student a background for the profession and an understanding of the laws and civic responsibilities involved.

COS 1102 Bacteriology, Sanitation, and First Aid — Contact Hours 77(5-2)

A study of bacteriology to prevent the spread of disease in the shops, and instructions in sanitary measures and laws. Emphasis is placed on safety and method of rendering first aid. Also instruction in health needs and habits of an individual.

COS 1103 Shampoo and Rinse — Contact Hours 22(0-2)

This course covers the theory and practical training necessary to develop the manipulative skill for shampooing. Emphasis is placed on composition and application of various rinses.

COS 1105 Finger Waving and Pin Curling — Contact Hours 110(1-9)

A study of hair, use of comb, fingers, and waving lotion to produce a wave. The different styles of finger waving, pin curling, and roller curl are studied to enable the student to make application of finger waving and pin curling to various hair styles.

COS 1106 Hair Shaping — Contact Hours 110 (1-9)

Skill in the use of scissors and razor for shaping the hair is developed in this course. The student becomes familiar with various methods of cutting hair which may be applied to specific hair styling and permanent waving.

COS Manicuring — Contact Hours 33(2-2)

The care of the hands and nails with emphasis in correct procedures, techniques, materials, and equipment used in giving a manicure. Also attention devoted to developing an understanding of the relationship between customer and operator.

COS 1110 Permanent Waving—Cold and Heat Wave — Contact Hours 187(2-15)

This course is designed to provide a foundation for the practical art of permanent waving. Such topics as types of permanent waver, texture and elasticity of hair, and shaping of hair are included. Also the methods of permanent waving are taught.

COS 1111 Hair Styling and Wig Care — Contact Hours 121(2-9)

This course deals with the fundamental principles of hair styling and wig care. Through study of the contour of the head and face a student learns to see the relationship of these features to various hair styles. Also extensive practice in the proper use of sculpture curls, brushing, and combing are included.

COS 1112 Personality — Contact Hours 22(2-0)

Designed to develop a pleasing personality, charm, and poise necessary to every one in the beauty field.

COS 1115 Tinting and Bleaching — Contact Hours 99(1-8)

A study of techniques and applications involved in giving hair tints and bleaches: reaction of chemicals to certain textures of hair; composition, merits, and limitations of softeners, developers, hair tints, and bleaches.

COS 1116 Scalp Treatments — Contact Gours 33(1-2)

A study of the principles, techniques, materials, supplies and applications used in giving scalp treatments.

COS 1118 Anatomy — Contact Hours 55(3-2)

The structure and function of the bones, muscles, and nerves with particular emphasis upon their application of cosmetology.

COS 1119 Anatomy — Contact Hours 66(2-4)

A continuation of Anatomy with additional emphasis on the structure and function of bones, muscles, and nerves as applied to the work of the cosmetologist.

COS 1120 Facials — Contact Hours 66(1-5)

Designed to aid in the understanding of the principles, techniques, purposes, application and benefits of facial massage and cosmetic use. The various types of facials appropriate for different types of skin studied.

COS 1121 Disorders of Skin, Nails and Hair **Contact Hours 88(5-3)**

The cause, identification, and treatment of common skin disorders and scalp diseases.

COS 1122 Electricity **Contact Hours 44(3-1)**

Designed to acquaint the student to electricity in its different phases as applied to cosmetology. Such topics as wallplate, high frequency and electrodes are studied and discussed.

COS 1123 Chemistry **Contact Hours 33(2-1)**

Designed to give the student an understanding of the basic principles of chemistry as they apply to the field of cosmetology. The major areas of work studied in this course: fundamentals of chemistry, chemistry of soaps, hair preparations, nail preparations, deodorants, creams and lotions, and facial preparations.

COS 1124 Operational Management **Contact Hours 11(1-0)**

Designed to give the student an understanding of the principles relating to the operation of a beauty shop. Emphasis on equipment, finance, and management.

DRAFTING

DFT 1101 Schematics and diagrams: Power Mechanics **Credit 1(0-3)**

Interpretation and reading of blueprints and development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None

DFT 1104 Blueprint Reading: Mechanical **Credit 1(0-3)**

Interpretation and reading of blueprints. Infomation on the basic principles of the blueprint; lines views, dimensioning procedures, and notes.

Prerequisite: None

DFT 1110 Blueprint Reading: Building trades **Credit 1(0-3)**

Principles of interpreting blueprints and trace specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

Prerequisite: None

DFT 1113 Blueprint Reading: Electrical **Credit 1(0-3)**

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1110

DFT 1117 Blueprint Reading: Welding **Credit 1(0-3)**

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specification.

Prerequisite: DFT 1104

DFT 1118 Pattern Development and Sketching **Credit 1(0-3)**

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

Prerequisites: None

ELECTRICAL

ELC 1112 Direct and Alternating Current **Credit 9(5-12)**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits on Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

Prerequisite: None

ELC 1113 Alternating Current and Direct Current Machines and Controls **Credit 9(5-12)**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115

ELC 1124 Residential Wiring **Credit 8(5-9)**

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Prerequisites: ELC 113, DFT 1110

ELC 1125 Commercial and Industrial Wiring **Credit 9(5-12)**

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisites: ELN 1118, ECL 1124

ELECTRONICS

ELC 1118 Industrial Electronics **Credit 5(3-6)**

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

Prerequisite: ELC 1113

ELN 1119 Industrial Electronics **Credit 5(3-6)**

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.

Prerequisite: ELN 1118

ELN 1122 Vacuum Tubes and Circuits **Credit 8(5-9)**

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits.

Prerequisites: ELC 1112, MAT 1115

ELN 1123 Amplifier Systems **Credit 4(2-6)**

An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught.

Prerequisites: MAT 1115, ELC 1112

ELN 1125 Radio Receiver Servicing **Credit 4(2-6)**

Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers.

Prerequisites: ELN 1123, ELN 1122

ELN 1126 Transistor Theory and Circuits **Credit 9(4-5)**

Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits.

Prerequisite: ELN 1123

ELN 1127 Television Receiver Circuits and Servicing **Credit 15(10-15)**

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits.

Prerequisites: ELN 1126, ELN 1125

ELN 1128 Television Receiver Circuits and Servicing **Credit 9(5-12)**

This course, taught in conjunction with an elective, will be a shortened version of ELN 1127.

Prerequisites: ELN 1126, ELN 1125

ENGLISH

ENH 1101 Reading Improvement **Credit 2(2-0)**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train comprehension in larger units.

Prerequisite: None

ENG 1102 Communication Skills **Credit 2(3-0)**

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101

MATHEMATICS

MAT 1101 Fundamentals of Mathematics **Credit 5(5-0)**

Practical number theory. Analysis of basic operations: Addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportions. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduced to algebra used in trades. Practice in depth.

Prerequisite: None

MAT 1103 Geometry **Credit 3(3-0)**

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

Prerequisite: None

MAT 1115 Electrical Mathematics **Credit 5(5-0)**

An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction, and resolution of vector quantities.

Prerequisite: None

MAT 1116 Electrical Mathematics **Credit 5(5-0)**

A working knowledge of the powers of 10, OHM's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, planevectors, alternating currents, vector algebra and logarithms.

Prerequisite: MAT 1115

MACHINE SHOP

MEC 1112 Machine Shop Processes **Credit 2(0-6)**

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None

PRACTICAL NURSE EDUCATION

PNE 1101 Fundamentals of Practical Nursing **Credit 9(7-6)**

Interpretation of the role of the practical nurse student and basic knowledge to be used in performing nursing. Philosophy and objectives of practical nursing in the Technical Institute setting. Using adequate study methods and materials. Beginning knowledge of interpersonal relationships in nursing. Principles basic to nursing practice. Body mechanics for nurse and patient. Sterilization techniques and disinfection methods. Principles of medical and surgical asepsis. Use of hospital equipment. Techniques in daily hygienic patient care. Spoken and written communications for nurses. Laboratory practice in simple skills and hygienic care of patients.

PNE 1102 Nutrition and Diet Therapy **Credit 2(2-0)**

Designed to give knowledge of the basic principles of nutrition for nurse and patient. Functions and sources of nutrients. The mechanics of digestion, absorption and metabolism of nutrients. Principles of meal planning. Nutritional requirements for all age groups modified by religion or culture.

PNE 1103 Anatomy and Physiology **Credit 4(4-0)**

A thorough study of the general plan of the body and the nine systems: nervous, endocrine, skeletal, muscular, circulatory, digestive, respiratory, univary, male and female reproductive system. Designed for understanding of how the body controls its functions, how the body stands erect and moves, how the body distributes food and oxygen and removes waste, how the body provides for survival.

PNE 1104 Growth and Development **Credit 3(3-0)**

Designed to show the patient as a member of a family whose life is altered in illness. Normal child development from birth to old age. Fears, hospitalization of the young child, school-age adolescent. Community resources affecting the family. Leisure time and diversions for the adult and child. Physical changes with age. Mental and personality changes of the elderly. Community responsibilities and resources for young and old.

PNE 1105 Pharmacology I **Credit 2(2-0)**

Development of the skill of giving oral medications. Knowledge of drug sources, methods, of preparation and storage. The classification of drugs by use and by drug content.

PNE 1106 Medical-Surgical Nursing I **Credit 5(5-0)**

Planned to give beginning understanding of the nursing care of common problems caused by illness. Emotional reactions caused by illness and hospitalization. Nurse-patient relationships. Fundamental processes of illness and nursing care. Physiology, reactions and nursing care of pain. Diagnostic tests. The nursing needs of the cancer patient. Anesthetic agents and the uses for them. Pre-operative and post-operative nursing care. Rehabilitation. Modification of diet for disease conditions.

PNE 1107 Maternity Nursing **Credit 2(2-0)**

Presentation of modern aspects of maternity nursing with emphasis on normal obstetrics. Detailed presentation of material on nursing care during antepartum, labor and post-partum periods. Care of the newborn baby and methods of teaching new mothers. Emphasis is to provide better and safer care for the expectant mother and her baby.

PNE 1108 Nursing of Children **Credit 2(2-0)**

Understanding of the scope and aims of modern nursing of children. Physical differences in the child from the adult. Methods of answering the needs of the hospitalized child and his parents. Common disorders of children and their implications for nursing care.

PNE 1109 Clinical Experience **Credit 8(0-24)**

Beginning experience in a general hospital under supervision of clinical teachers. Opportunities for practicing skills learned in laboratory practice. Emphasis on basic hygienic care for ambulatory and bed patients. Practice in charting nurses' notes and making observations with the use of testing materials and instruments. Beginning opportunities to develop concepts needed for caring for patients as a part of a nursing team.

PNE 1110 Medical-Surgical Nursing II **Credit 5(5-0)**

Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Includes disorders of the cardiovascular, Gastro-Intestinal Respiratory and Integumentary systems. Disorders of eye, ear, nose and throat.

PNE 1111 Pharmacology II **Credit 2(2-0)**

Development of a thorough knowledge of the equipment and sterile techniques used in preparing and giving injections. Administration of drugs by inhalation, topical application. Insulin therapy. Home drugs preparation and storage.

PNE 1112 Clinical Experience **Credit 8(0-24)**

Further experience in the practice of nursing skills. Continued experiences in the basic areas of medical-surgical nursing, pediatric nursing or obstetrical nursing. Experience in giving oral and topical medications under the direction of clinical teacher. Emphasis on observation of signs and symptoms and taking part in making nursing judgments in team conference. Isolation techniques and practice, oxygen therapy.

PNE 1113 Medical-Surgical Nursing III **Credit 5(5-0)**

Continuation of the study of disorders of the body systems. Includes Musculo-Skeleta, Endocrine, and Nervous Systems, Uorlogical disorders and nursing care. First aid. Advanced nursing ethics, medico-legal aspects of practical nursing, organizations for the graduate practical nurse.

PNE 1114 Clinical Experiences **Credit 8(0-24)**

Student learns her role as an assistant to the professional nurse in caring for the more seriously ill patient. Continued experience in the basic areas of medical-surgical nursing, pediatric nursing or obstetrical nursing under supervision of clinical teachers. Practice in giving injections under the direct supervision of a clinical teacher. Experience in more complicated nursing treatments. Organization for patient care for large groups of patients.

PHYSICS

PHY 1101 Applied Science **Credit 4(3-2)**

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None

PHY 1102 Applied Science **Credit 4(3-2)**

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101

POWER MECHANICS

PME 1101 Internal Combustion Engine **Credit 7(3-12)**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None

PME 1102 Engine Electrical and Fuel Systems **Credit 9(5-12)**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

Prerequisite: PME 1101

PSYCHOLOGY

PSY 1101 Human Relations **Credit 3(3-0)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None

WELDING

WLD 1101 Basic Gas Welding **Credit 1(0-3)**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

Prerequisite: None

WLD 1105 Auto Body Welding **Credit 1(0-3)**

Welding practices on material applicable to the installation of body panels and repairs to door, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course.

Prerequisite: WLD 1101

WLD 1112 Mechanical Testing and Inspection **Credit 2(1-3)**

The standard method for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

Prerequisites: WLD 1120, WLD 1121

WLD 1120 Oxyacetylene Welding and Cutting **Credit 7(3-12)**

Introduction to the history of oxyacetylene welding, the principles of welding and cutting nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None

WLD 1121 Arc Welding **Credit 7(3-12)**

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: None

WLD 1122 Commercial and Industrial Practices **Credit 6(3-9)**

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121

WLD 1123 Inert Gas Welding **Credit 2(1-3)**

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1120, WLD 1121

WLD 1124 Pipe Welding **Credit 7(3-12)**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121

WLD 1125 Certification Practices **Credit 5(3-6)**

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124

Continuing Education

ADULT EDUCATION AND EXTENSION PROGRAMS

GENERAL INFORMATION

Nash Technical Institute provides general education opportunities for the adults of Nash County. Adults interested in preparing for a skilled occupation are referred to the vocational and technical programs section of this catalog. Other adults interested in upgrading courses, skill improvement, high school completion, or personal interest courses will find such programs explained on the following pages. Additional information concerning the programs in this section may be obtained by contacting the Director of Adult and Extension Programs, Nash Technical Institute.

ADMISSION

Any adult living within commuting distance of the Institute is eligible to attend adult education classes offered by the Institute on campus, or at any of the several adult education centers in the surrounding areas. Any student admitted to class must have reached his 18th birthday, and his regular public school class must have graduated.

FEES

A small fee is charged for certain adult education classes. Such fees, when charged, are due and payable before the first class session. Books and supplies are available through the Institute's bookstore. When classes meet at a community center, the Institute makes it possible for books to be purchased at the community center.

ATTENDANCE

Adults are expected to attend class regularly. Attendance records are maintained by the instructor. Seventy-five per cent attendance is required of those receiving certificates.

CERTIFICATES AND DIPLOMAS

Certificates are awarded students who meet the requirements of adult classes or programs. The Adult High School Diploma is awarded to adults who satisfactorily complete requirements in the Adult High School Program. The diploma is awarded by the State Board of Education through the superintendent of local city and county schools. A diploma is awarded by the Department of Community Colleges to those persons who satisfactorily complete 160 hours of instruction in the Supervisory Development Training Program.

CLASS LOCATIONS

A variety of occupational upgrading and general interest courses are offered through the Institute's evening program on campus. Classes are determined by the number of requests received from interested adults and industrial or service organizations.

Classes are also conducted in various locations throughout the county as well as in the following schools and community centers:

Rocky Mount Senior High School
Bailey School
Coopers School
W. L. Greene School
Maude B. Hubbard School
Spaulding High School
Cedar Grove School
Easonburg School

New classes may be established in any community upon request by interested groups of 12 or more persons.

ADULT EDUCATION PROGRAMS

ADULT BASIC EDUCATION (GRADES 1-8)

Adult Basic Education is a program designed with one major purpose—to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

No registration fee is required and materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests.

Classes are organized in the following groups:

GROUP I

The basic fundamentals of reading, writing, and arithmetic are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studies are included in the curriculum at this level.

GROUP III

Group III is a continuation of the second level with more individual study and a greater scope of subject matter. With the completion of Group III the adult should be equipped to go into the Adult High School program.

AUDLT HIGH SCHOOL COURSES

The Adult High School Diploma Program is designed for adults, 17 years of age or older, who have not finished their high school education. Adults are afforded the opportunity to earn their high school diploma through a teacher-instructed, or programmed-instructed accelerated program of studies. This program is conducted in cooperation with local boards of education and is approved by the North Carolina State Board of Education.

The program is organized on two levels which include the following courses:

Level I (11-12 grade level)	English Algebra U.S. History Physical Science
Level II (9-10 grade level)	English Mathematics U.S. Government Life Science

Adult students are given placement tests prior to their enrollment in the program to determine the appropriate grade level in which they should begin. Students are required to pass each course from the point at which they began through the 12th grade level. Upon successful completion of the required courses, a standardized final achievement test is given to determine eligibility for the adult high school diploma. This diploma is awarded by the local Boards of Education.

PUBLIC SERVICE PROGRAMS

HOSPITALITY AND TOURISM EDUCATION

The hospitality industry, the third largest industry in North Carolina, affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Food and Beverage Management and Service
Food and Beverage Purchasing
Human Relations
Communications

Food and Beverage Controls
Maintenance and Engineering
Supervisory Housekeeping
Service Station Attendant Training
Waiter-Waitress Training
Housekeeping Training
Sales Promotion
Hotel-Motel Law
Economics
Accounting
Front Office Procedure

FIRE SERVICE TRAINING

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

Portable Fire Extinguishers
Salvage and Overhaul Practices
Fire Apparatus Practices
Fire Steam Practices
Protective Breathing Equipment
Firefighting Procedures
Forcible Entry
Rope Practices
Ladder Practices
Ventilation
Rescue Practices
Industrial Fire Brigade

CULTURAL ENRICHMENT PROGRAMS

The cultural, creative and general interest courses offered by the Institute enables the adult to further develop an area of his interests.

Courses offered vary each quarter according to interest and demand. The courses listed are some that have been taught in the past and some we plan to offer in the immediate future. Others may be offered upon request.

Some of the study areas especially designed for the adults are:

Creative Art
Home Decoration
Health Education
Family Life
Parent Education
Consumer Education
Investments
Family Finance

BUSINESS AND INDUSTRIAL SERVICE PROGRAMS

SUPERVISORY DEVELOPMENT TRAINING

The Supervisory Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

Classes available to supervisory personnel are:

Principles of Supervision
Economics in Business and Industry
Art of Motivating People
Effective Communications
Industrial Safety and Accident Prevention
The Supervisor in North Carolina
Cost Accounting for Supervisors
Instructor Training
Supervision in Hospitals
Conference Leadership
Human Relations
Effective Writing
Effective Speaking
Reading Improvement
Work Measurement
Job Methods
Creative Thinking
Industrial First-Aid
Job Analysis Training

NEW INDUSTRY TRAINING

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial education centers. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

VOCATIONAL INSERVICE EDUCATION

The Vocational Extension classes conducted by Nash Technical Institute are developed to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes. Some examples of courses offered are:

Blueprint Reading for all trades
Basic Electricity
Electronics
Refrigeration & Air-Conditioning
Plumbing
Electrical Wiring

- Welding
- Brick Masonry
- Industrial Sewing
- Mathematics

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Director of Adult and Extension Programs.

VOCATIONAL EXTENSION COURSES

Nash Technical Institute offers, in addition to its other programs, a variety of vocational extension courses through its evening program at the Institute and at various facilities throughout the county. These courses afforded the opportunity for up-grading, up-dating, and pre-employment in training.

Instruction is offered in the following areas:

- Carpentry
- Brick Masonry
- Nurse's Assistant
- Professional Housekeeping
- Ambulance-Attendant training
- Commercial Cooking
- Industrial Sewing
- Farm Tractor Mechanics
- Blueprint Reading
- Waiter-Waitress training
- Small Engine Repair
- Furniture Upholstering

PROFESSIONAL INSERVICE PROGRAMS

Professional Inservice Programs include courses in Business Education and Teacher Education. Courses are offered at the professional and sub-professional levels.

BUSINESS EDUCATION

Courses in Business Education are planned especially for adults who desire business education for personal or job-related purposes. Among the courses provided by the institute are the following:

- Beginning Typing
- Business English
- Shorthand
- Bookkeeping
- Business Correspondence
- Business Math
- Business Machines

TEACHER EDUCATION

Teachers are increasingly seeking opportunities for professional growth through inservice education. The Institute cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshops, and courses for certificate renewal and professional growth. One of the most popular courses has been the Aerospace Workshop.

COMMUNITY SERVICE PROGRAMS

Nash Technical Institute plans to sponsor and promote a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

- Seminars and Conferences
- Speaker and Forum Series
- Discussion Groups
- Fine Arts Exhibits
- Musical Programs
- Community Studies

LEARNING LABORATORY

The Learning Laboratory located at Nash Technical Institute enables a person, at any educational level, to further his knowledge in many subject areas and also to prepare for the high school equivalency certificate. This is a new approach to learning with the use of programmed instructional materials and teaching machines.

The prospective student may come into the laboratory at any time his personal schedule will permit. The laboratory is open during the day and evening hours.

Subjects available in programmed instruction include:

- English
- Social Studies
- Mathematics
- Foreign Languages
- Reading Skills
- Science

HIGH SCHOOL EQUIVALENCY PROGRAM FOR VETERANS

This program is carried out through the Learning Laboratory and is approved by the Veterans Administration for persons eligible under Title 38, U. S. Code.

Reading

(if needed to bring student to at least a tenth grade reading level)	50

English

Grammar	150
Spelling and Vocabulary	50
Literature	50

Mathematics

Basic Mathematics	70
Algebra	50

Social Studies

U.S. History	50
U.S. Geography	50
U.S. Constitution	50
Introduction to American Government	50

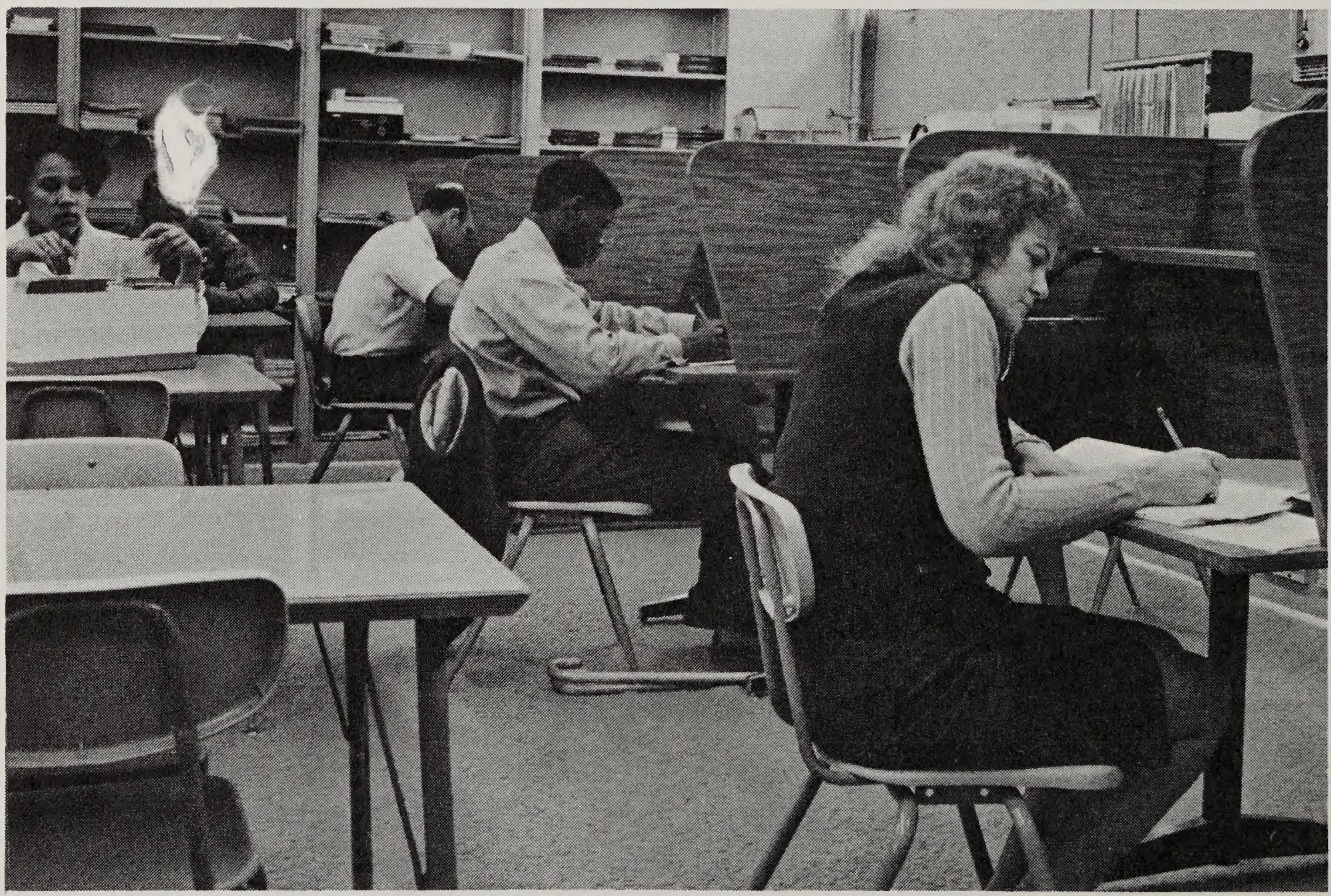
Science

Biology and Chemistry	25
Human Body	25
Work and Machines	25
Sound, Light and Electricity	25
	—
APPROXIMATE TOTAL TIME IN CLOCK HOURS:	720

Based on 6 hours a day and 20 working days a month, the program would take 6 months.

A part-time evening program for full-time employed veterans could be worked by extending the program until the 720 hours were reached or the individual finished.

There is no charge for this program.



Social Studies

U.S. History
U.S. Geography
U.S. Citizenship
Immigrants in American Communities

Science

Biology and Chemistry
[illegible]
Work and Machines
Light, Sound and Electricity

APPROXIMATE TOTAL TIME IN CLASSROOM

Based on 8 hours a day and [illegible] days a week [illegible] [illegible] [illegible] [illegible] 6 months.

A [illegible] training program for [illegible] [illegible] [illegible] could be [illegible] by [illegible] the [illegible] [illegible] [illegible] [illegible] [illegible] the [illegible] [illegible].

[illegible] is the [illegible] for this program.

[illegible] [illegible]:

U.S. History
U.S. Geography
[illegible] [illegible]
[illegible] [illegible] [illegible] [illegible]

[illegible]:

[illegible] and [illegible]
[illegible] [illegible]
[illegible] and the [illegible]
[illegible] [illegible] and [illegible]

[illegible]

[illegible]

[illegible]

There is no charge for this program.

For Office Use

Attach

recent

photograph

NASH TECHNICAL INSTITUTE
POST OFFICE BOX 2347
ROCKY MOUNT, NORTH CAROLINA 27801

Date

Name ☐ Mr. ☐ Mrs. ☐ Miss (Last) (First) (Middle (Maiden name, if married)

Social Security Number

Address (No., Street or Route) (Town) (State) (Zip)

Telephone No.	Date of Birth	County and State of Legal Residence	Sex	Height	Weight

Marital Status ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Number of Children

Name and Address of Father, Mother, or Guardian

Telephone No.

Name and Address of Wife or Husband

EDUCATIONAL INFORMATION

Name of Last High School	Address	Did you graduate ☐ Yes ☐ No	Date Last Attended
Other Schools Attended	Address	Did you graduate ☐ Yes	Date Last Attended

		☐ No	
Circle Highest Grade Completed 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17		☐ Check if passed High School Equivalency	Where?

EMPLOYMENT INFORMATION

Name of present employer	Occupation	Years employed From: To:
Name of previous employer	Occupation	Years employed From: To:

MILITARY SERVICE INFORMATION

Are you a veteran ☐ Yes ☐ No	Length of Service	Date of Discharge	Type of Discharge	Selective Service No.

ADMISSION INFORMATION

List Program(s) of Study you wish to take

Date you wish to enter	Plan to attend ☐ Day ☐ Evening ☐ Full time ☐ Part time

Do you wish to apply for a financial-aid program at Nash Technical Institute? Yes________ No________

Check type interested in:

________ G. I. Bill
________ Scholarship
________ Survivors Educational Benefits
________ Vocational Rehabilitation
________ Work Study
________ Other Financial Aid

Date of Application	Signature of Applicant

12/69